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ABSTRACT

Designed for use in Trident Technical College's Secretarial Science Instructional Lab, this learning module provides self-instructional lessons and self-tests to teach students to operate the IBM Mag Card II Typewriter. Each module focuses on one or more features of the machine, providing learning objectives, illustrations, detailed explanations and instructions, and a self-test and answer key. The 22 lessons focus on learning the parts of the machine; the functions and uses of specific keys; the use of the memory and mag card; features such as automatic underscoring and centering; and instructions for using the machine for special tasks, e.g., typing multi-page papers or creating tables. A brief description of the Secretarial Science Instructional Lab is also provided, which examines its purpose, operations, equipment, independent study opportunities, testing center functions, and benefits. (AYC)

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THE IBM MAG CARD II TYPEWRITER
Self-Instructional Materials

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VC 820 480

TRIDENT TECHNICAL COLLEGE
SECRETARIAL SCIENCE INSTRUCTIONAL LAB

The TTC Secretarial Science Instructional Lab has been in operation since 1979. The lab is a converted conference room, and, therefore, it is small. The room will house 30 students at full capacity. When its small size is considered, the fact that there were over 8,000 recorded student visits in 1981 becomes amazing.

Purpose of the Lab

Students now have the opportunity for practice outside the classroom, for review of classroom instruction, and, to a limited degree, for testing on demand.

Operation of the Lab

The lab is open from 9 a.m. until 9:45 p.m. weekdays and on Saturday morning. Second-year students are hired as paraprofessionals. They provide support by assisting students with problems they may have in completing their assignments, by proctoring tests, by monitoring equipment and media, and by completing clerical tasks for the faculty. The paraprofessionals are trained on all audiovisual and office equipment which is available in the lab.

Equipment Availability

In addition to typewriters, students have access to calculators, word processors, data entry equipment, and transcription machines. Copies of all media used in the classroom are available for students in the lab. A videotape unit, several slide/tape machines, and audiotape players are also provided for students.

Independent Study Opportunities

Presently, because there are limited numbers of word processors and data entry equipment available for student training and since curriculum students and continuing education students must share the equipment, they learn to operate these machines using self-instructional packets. Appointment schedules are maintained in the lab, and paraprofessionals monitor and assist students who are taking these courses.

Testing Center Functions

Faculty members may leave testing materials in envelopes for students. If a student misses class on a test day or needs a retest, valuable classroom or teacher time is not spent in taking care of this testing. Completed tests are placed in the instructors' mailboxes.

Charleston has several large military bases, and Civil Service shorthand and typing tests are provided free of charge in the lab. Lab para-professionals proctor these tests and prepare documentation of test results. Some testing for state civil service is also done.

Tests for certain courses may be taken on demand. Standardized testing instruments are on file in the lab for most courses.

Benefits of the Lab

Faculty offices are adjacent to the lab and increased faculty-student contact has been one positive result of the lab. The faculty believes that students now have a fairer chance of succeeding, since those students who cannot afford a typewriter now have access to one. An increase in the percentage of students who start Secretarial Science programs and who finish has been noted. We believe this can partially be attributed to the lab.

Materials Available

The following self-instructional packets are on file in the lab:

IBM Mag Card II Typewriter
IBM Electronic 75 Typewriter
IBM 3742 Data Entry Stations
Lanier Word Processor

CONTENTS

Lesson	1	Machine Parts
	2	Margin setting; Tab Key; Tab Grid
	3	Typing into memory; Playing back from memory; Line End Zone
	4	Code key; Index/Return; Spaces after terminal punctuation
	5	Clear the memory; Hyphenation decisions
	6	Line Return; Deletion buttons
	7	Line Advance; Deletion buttons
	8	Required Hyphens; Required Spaces; Required Carrier Returns
	9	Automatic underscoring
	10	Automatic centering
	11	RM Set key
	12	NO ZONE button
	13	Tab Grid Clear; Tab Set; Required Tab
	14	Mag Cards; RECord button
	15	Batch jobs
	16	Stop instruction; Page End instruction; Record and play back multi-page document
	17	Line Count; Altered page endings
	18	Duplication of mag cards; Access buttons; Revising recorded material
	19	Scan instruction
	20	Tabulation on Tab Grid; Decimal Tab
	21	Switch code; Alternate Section of memory
	22	Warning lights (optional lesson)

INTRODUCTION

The materials in this instructional module have been prepared so that you may proceed as rapidly as possible, or as slowly as necessary in order to attain full comprehension of the material.

You must take four production tests and one theory examination in order to pass the module. Each counts equally. You must pass all tests, and if you fail one, you will be given the opportunity to retake it. There is a catch to this, however, in that your original test grade will be averaged with the re-take test grade when computing your module grade.

As soon as you have finished the lessons preceding the test check points, you should request from the instructor or the lab para-professional the test you need to take. You may <u>not</u> use the reference materials when taking tests. You will be allowed one hour for each test.

Production Test 1 - Take it after you complete lesson 15. You will be required to type a letter, a memo and a bulletin in a batching operation.

Production Test 2 - Take it after you complete lesson 18. You will be given material to type, record, and revise.

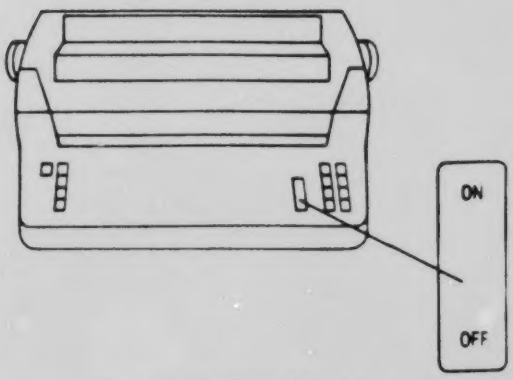
Production Test 3 - Take it after you complete lesson 20. You will be required to type a table using the tab grid and a table using the decimal tab feature of the machine.

Production Test 4 - Take it after you complete lesson 21. You will be required to type a form letter and a list of variable names and addresses and then to play back the letters using the Alternate Section of memory.

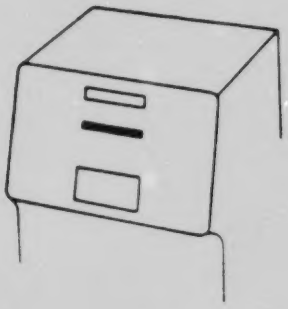
The final theory test questions are taken directly from the posttest questions which appear at the end of each lesson.

Good luck! If you have any problems, check with the instructor or the para-professional.

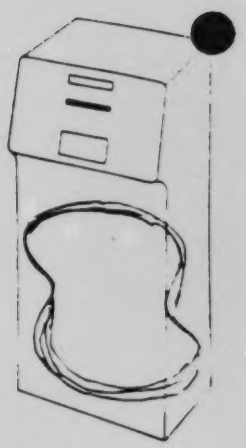
THREE MAIN PARTS OF THE IBM MAG CARD TYPEWRITER



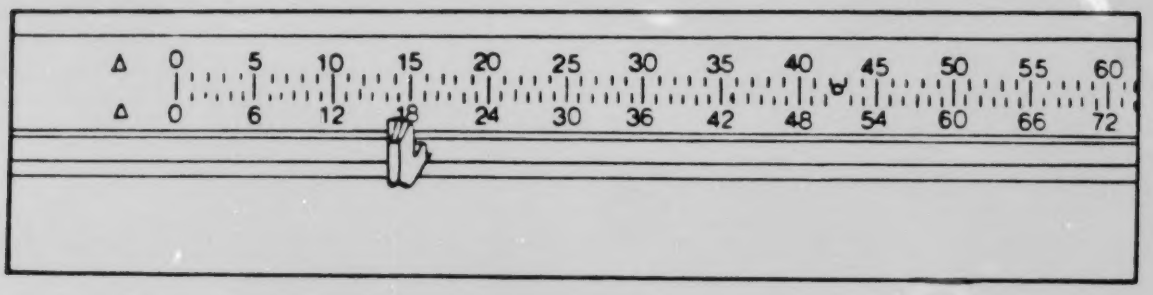
THE TYPEWRITER



THE CARD UNIT



THE MEMORY



THE MARGIN SET SCALE

Lesson 1 - THE IBM MAG CARD II TYPEWRITER

You are about to learn about a fascinating new machine, in an interesting manner. Once you have learned about this machine, you will have acquired a skill that may prove quite profitable to you.

The Mag Card II is easy to learn, and easy to operate. With the self-instructional materials that you will use, you will be able to progress as rapidly, or as slowly, as you wish.

So that you may obtain full comprehension of the material presented, you will be told what you are going to learn, why you are going to learn it, and how the activity is going to be performed.

You are now ready to become acquainted with your Mag Card II. When you have completed this lesson, you should be able to:

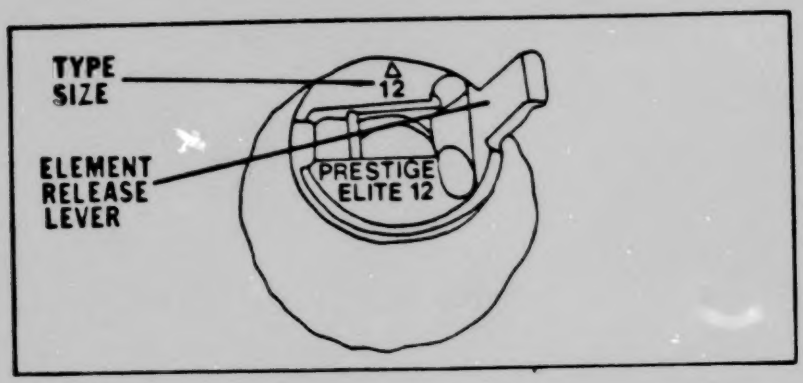
1. List the three main parts of the IBM Mag Card II typewriter.
2. Correctly open the plastic accoustical filter hood.
3. Describe the three positions of the Impression Control lever.
4. Describe the two positions of the Ribbon Control lever.
5. Locate the ten essential parts of the machine.
6. Correctly insert and remove paper from the IBM Mag Card II typewriter.

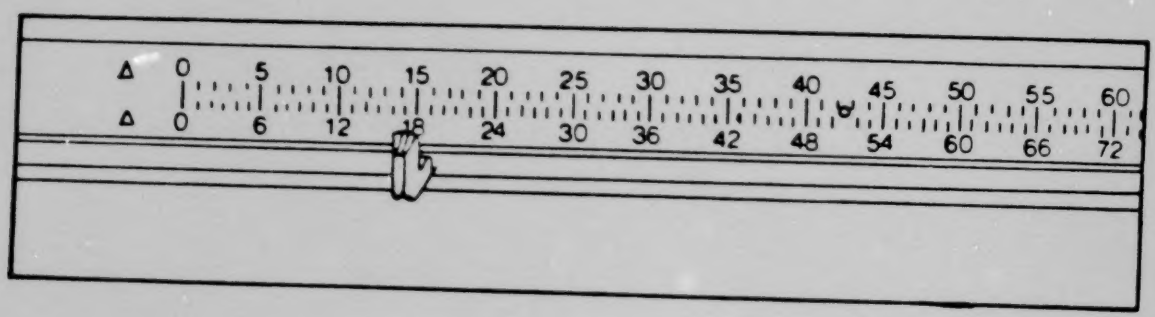
There are three main parts to the IBM Mag Card II typewriter. The first unit is an IBM Selectric II typewriter. Beside the typewriter, on the floor, is the second unit, the Card Unit. The third unit is an electronic memory. You cannot see the memory unit, but it is there, inside the card unit.

You are now ready to turn on your Mag Card II typewriter. Find the On/Off switch on the right side of the keyboard. Depress the On portion of the key to turn on the motor. Depress the Off portion of the key to turn the motor off.

Look at the top of the machine. Do you see a plastic hood? This plastic hood is called the Accoustical Filter Hood because it filters, or reduces the sound made by the machine. Touch the plastic accoustical filter hood now. Carefully lift up the front part of the plastic accoustical filter hood. Let it stay open. Now look at the front of the machine that is toward you. Notice the Margin Set Scales. Do you see the number 10, and the number 12 printed on the Margin Set Scale? Touch the Margin Set Scale.

You are now going to open the top cover of the machine to see what is under the cover. How is this done? Look at the top cover on which the margin set scales are printed, grasp this cover from the inside and firmly lift it up as far as it will go.


TYPE SIZE
Δ
12
ELEMENT RELEASE LEVER
PRESTIGE ELITE 12


Δ 0 5 10 15 20 25 30 35 40 45 50 55 60
Δ 0 6 12 18 24 30 36 42 48 54 60 66 72

Lesson 1

Notice the unit which consists of the typing element and the ribbon cassette. This unit is called the carrier. Now look in front of the ribbon cassette, in front of the element. See a number 1, a number 3, and a number 5, and a lever. This is the Impression Control Lever. Do not move it!

The purpose of the Impression Control Lever is to adjust the striking force of the element. It should be set on 3 for most typing jobs. It is set on 5 for typing stencils and multiple carbons. It should be moved to 1 for offset masters. If you will look carefully, you will see little teeth which separate the numbers. You must never move the lever straight forward or backward. The lever should be moved in a half-circular movement to clear the teeth and to move it from one position to the other.

Now look at the ribbon cassette that is toward you. See the letter R and the letter S. R stands for regular typing and S stands for stencil typing. When you type stencils, you must move the control the left to line up the S with the red mark on the control. The control will then lock into position. To return to the regular typing position, which is the R position, you must push the button for the control and it will automatically move to the Print position.

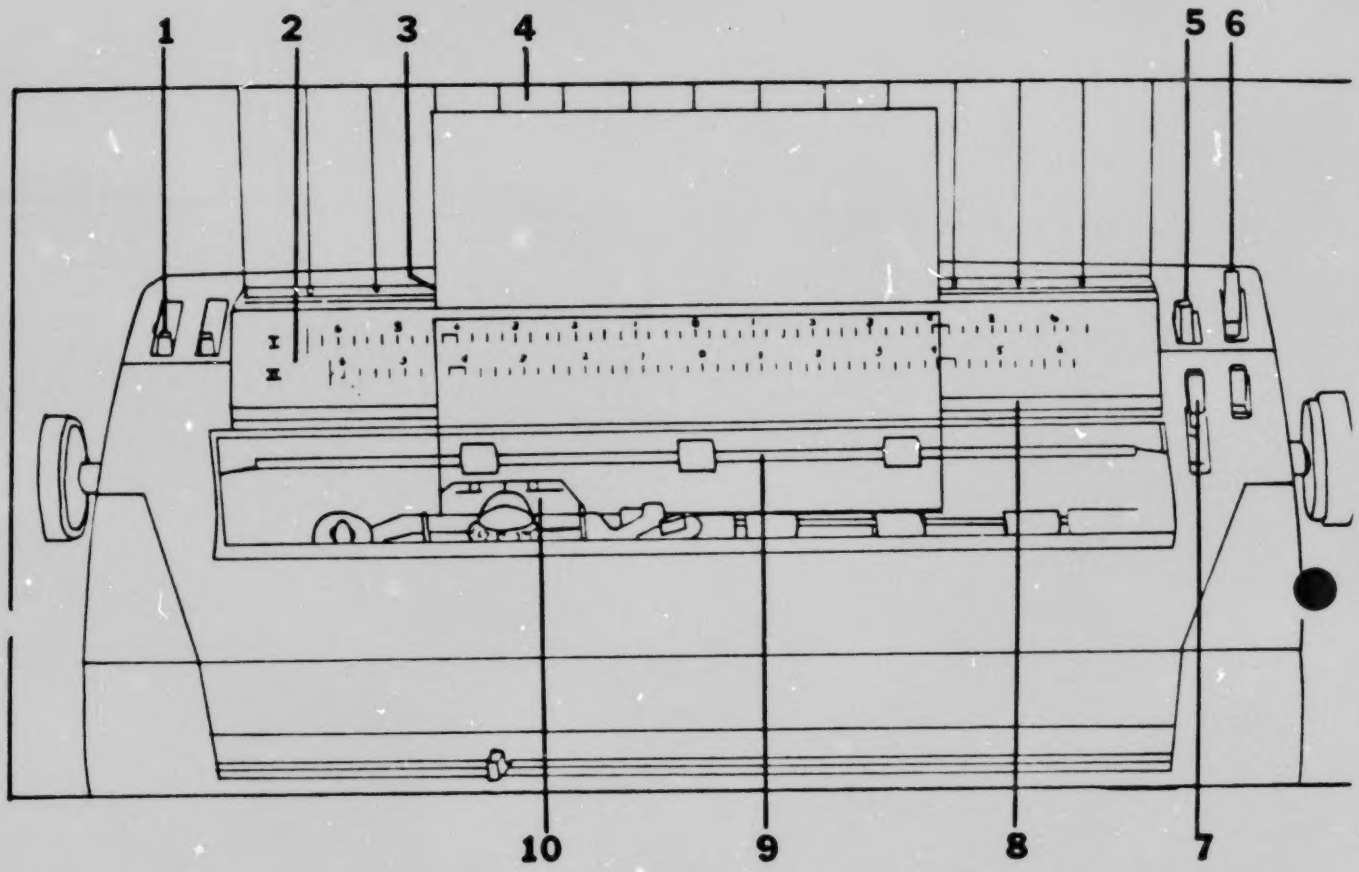
Now look at the typing element. Find printed on top of the element a triangle. Notice a number 12 or a number 10 immediately below the triangle. Notice a lever with the letters IBM imprinted on top of the element cap. This lever is used when you wish to remove the element from the machine. Do not remove the element at this time.

Now, close the top of the machine and push down the plastic accoustical filter hood. Turn the motor On.

You are now going to learn the ten essential parts needed to type into memory. Look at the illustration. Notice the list of the ten parts of the machine that you are going to learn. Find on the list the first part--the Dual Pitch Lever. Now look at your machine and find the Dual Pitch Lever. It is located at the top of the machine, at the extreme left side, by the left platen knob.

Notice the number 12 and the number 10 on it. Now, find the Return Key at the right side of the machine. Tap the Return Key to move the typing element to the left margin. Now, move the Dual Pitch Lever from 12 to 10, or 10 to 12. The position of the Dual Pitch Lever should match the number on top of the element. The Dual Pitch lever converts your typewriter to an Elite machine when you move it to the 12 position, and it converts it to a Pica machine when you move it to the 10 position. The carrier must always be at the left margin before moving the Dual Pitch lever. Now check to see that the plastic accoustical filter hood is down.

On your machine find the Paper Centering Scale. Where is this Scale? It is above the paper bail, on the back portion of the plastic accoustical filter hood. Look at the scale. Find on this scale a long, vertical mark, to the left. This is where the left edge of your paper should be aligned.



1. Dual Pitch Lever
2. Paper Centering Scale
3. Paper Guide
4. Paper Support
5. Line Space Lever
6. Paper Release Lever
7. Paper Bail Release Lever
8. Acoustical Filter Hood
9. Paper Bail
10. Cardholder

Lesson 1

Now, find the plastic paper support at the back of the machine. When you insert paper into the machine, the paper will rest against this plastic paper support.

Touch the metal Paper Edge Guide. Check to see that this paper edge guide is aligned with the long vertical mark. Now, look at the zero mark on the margin set scale, in front of the machine. The paper guide and the zero marks should be aligned so that the left edge of your paper will be at zero. Are they aligned? Look and see! If they are not aligned, move the paper guide so that they are aligned.

You will now learn additional parts of the machine. Stand and look by the right platen knob. You will see four levers. We shall learn the function of three of these levers. Look at the list of the parts of the machine.

Where is the Linespace Lever located on the picture? Now look at your machine. Notice that the linespace lever has a single line marked on it toward the front, and a double line marked on it toward the back. These lines represent single and double spacing. The IBM Mag Card II does not provide for triple spacing. Check to see that the machine is set for single spacing. The lever must be at the single space mark.

Now, find the Paper Release Lever. It is to the right of the linespace lever, where the single and double space markings are found.

The Paper Release Lever serves a double function. It enables the paper, when it is inserted, to draw behind the platen, and it pulls forward, automatically, the Paper Bail. Let us see how this works.

First, check to see that the paper bail is resting against the platen. Now look carefully! Notice that another lever, close to the Paper Release Lever, moves forward automatically when you pull forward the paper release lever. Watch closely! The lever that moves automatically when you pull forward the Paper Release Lever is the Paper Bail Lever.

Push back the paper bail lever now. Now check to see that the paper bail is resting against the platen. Once again, pull forward the Paper Release Lever and watch the paper bail lever move. You must manually push back the Paper Bail Lever. Push back the Paper Bail Lever now.

Now, touch the plastic accoustical filter hood and push it up. Do you see a piece of plastic in front of the typing element which rests against the platen? This is the card holder. The cardholder holds paper, cards, and envelopes close to the platen. Notice the vertical and horizontal markings on it. These markings enable you to find your exact position when paper is reinserted after it has been removed from the typewriter.

Lesson 1

Now close the accoustical filter hood. You are going to learn how to insert paper in the machine correctly. Get a piece of paper. Do not insert it into the machine at this time.

Check to see that the machine is turned on. Touch the Paper Release. The Paper Release is on the right side of the machine. Pull forward the paper release firmly, but do not push it back yet.

Drop the paper into the machine, with the left edge resting against the paper edge guide.

Push back the paper release lever. Do not push back the paper bail lever yet.

Roll the paper into the typewriter until the top edge of the paper is even with the top edge of the plastic cardholder. Move the paper up four more lines using the platen knob. Touch the paper bail lever. The paper bail lever is in front of the linespace lever. Push back the paper bail lever and check to see that the paper is under the paper bail rollers and that it rolls freely. The paper should be approximately one inch from the top. Check to see.

You are now going to learn how to remove the paper correctly. Touch the paper release lever. Pull it forward now. Remove your paper from the machine and push back the paper release lever and the paper bail lever.

You have completed lesson 1.

SELF-CHECK
LESSON 1

Answer the following questions before proceeding to Lesson 2. If you do not correctly answer all questions, review Lesson 1.

True, False

1. _____ The paper centering scale has a 10 and a 12 imprinted beside it.

2. _____ The Carrier means the same thing as the ribbon.

3. _____ The paper edge guide should be aligned with the long, vertical mark on the paper centering scale.

4. _____ The linespace lever does not allow for triple spacing.

5. _____ When the paper release lever is pulled forward, the paper bail lever pulls forward automatically.

6. _____ The carrier should always be at the left margin when the dual pitch lever is moved.

7. _____ The impression control lever should be set at 3 for normal typing.

8. _____ The cardholder is only used to hold the paper against the platen.

9. _____ The R position on the ribbon control standards for ribbon.

10. _____ You should always check the element and make sure that the dual pitch level is set at 10 for an elite element.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 1 SELF-CHECK QUESTIONS

1. False. The margin scale has a 10 and a 12 imprinted beside it.

2. False. The carrier contains the ribbon and several controls, including the impression control and the ribbon control.

3. True.

4. True. You will find out later how to force your typewriter to type a triple space, but the machine does not allow for it to occur automatically.

5. True.

6. True.

7. True.

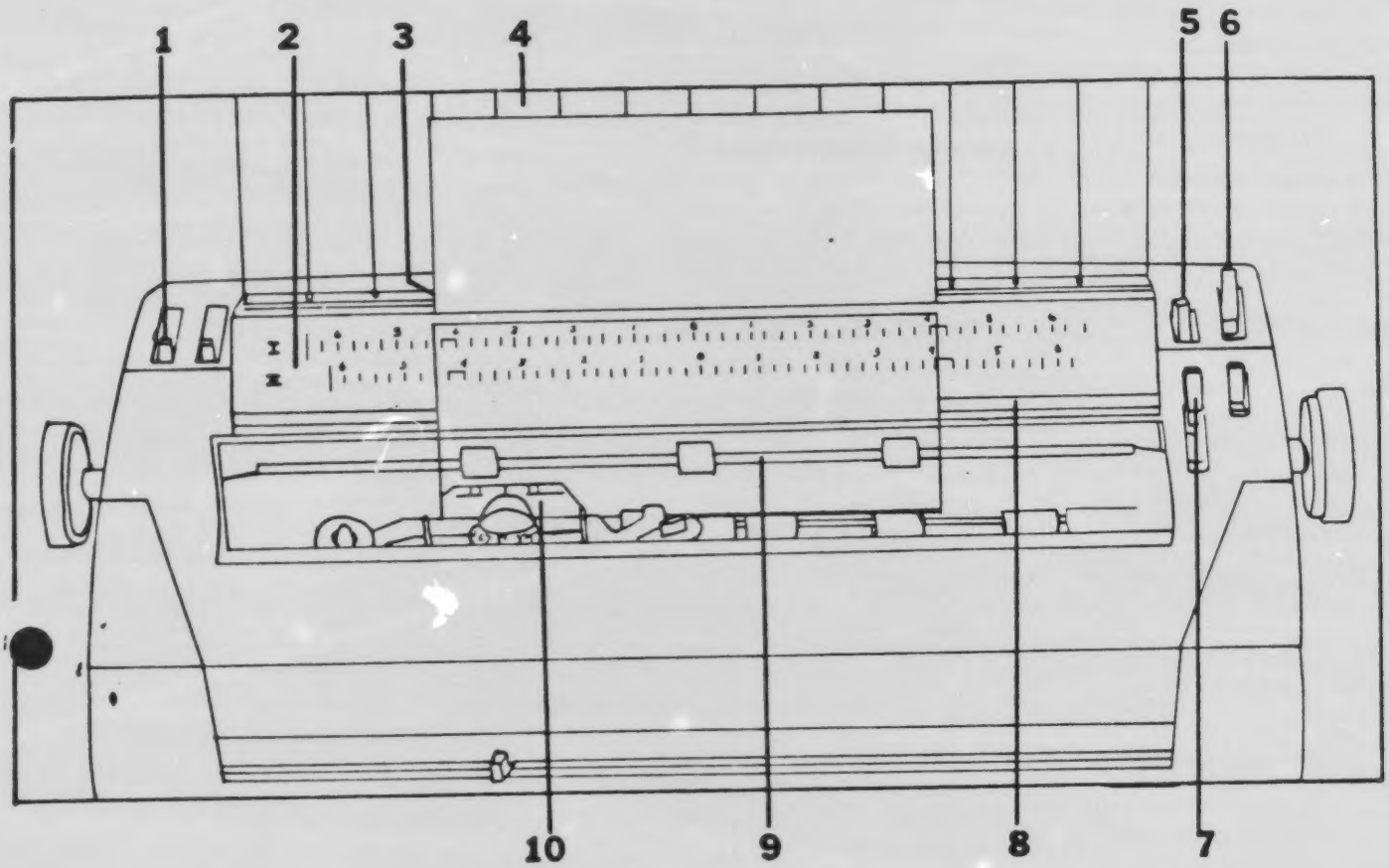
8. False. The cardholder has lines which allow for you to align your paper in the typewriter and to locate the exact center of a letter when you have to reinsert your paper into the machine.

9. False. While R could stand for ribbon, we have learned that it stands for Regular Typing.

10. False. It should be set at 12 for an elite element.

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

LABEL THIS DRAWING



1. _____
2. _____
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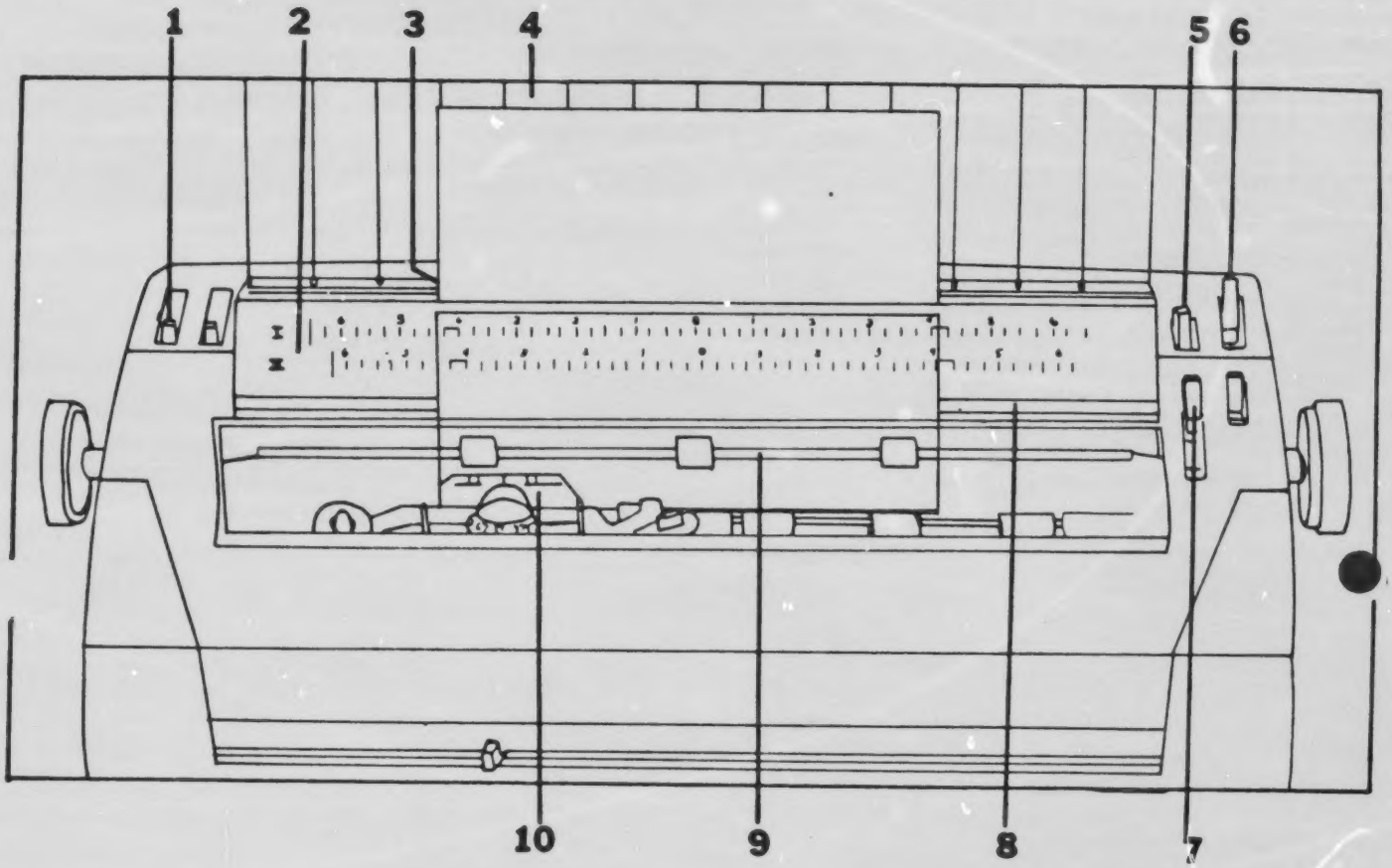

1. Dual Pitch Lever
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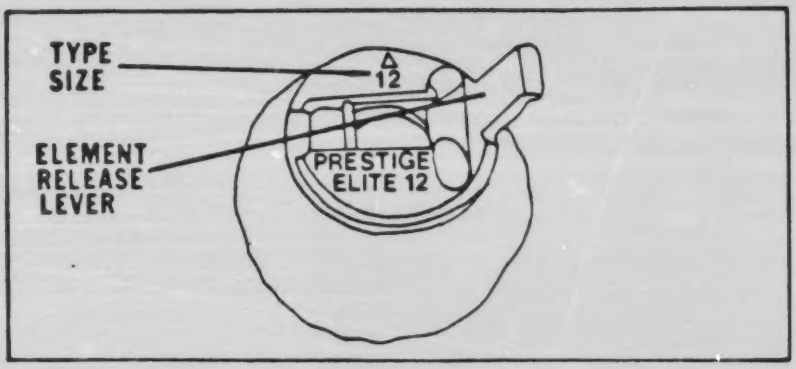
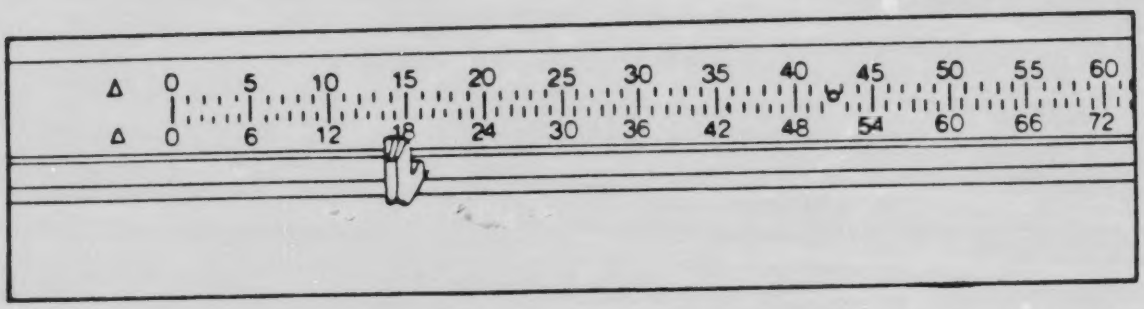
7. Paper Bail Release Lever
8. Acoustical Filter Hood
9. Paper Bail
10. Carriholder


TYPE SIZE
ELEMENT RELEASE LEVER
12
PRESTIGE ELITE 12


0 5 10 15 20 25 30 35 40 45 50 55 60
0 6 12 18 24 30 36 42 48 54 60 66 72

Lesson 2 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you should be able to:

1. Explain the parts of a typing element
2. Set margins on an IBM Mag Card II
3. Identify the centerpoint of the margin set scales
4. Operate the Tab Key and understand the concept of the Tab Grid

Look at the picture of the typing element. Notice the Element Release Lever, the number 12 (standing for 12 pitch) and the triangle. Notice in the picture the name of the type style, which is Prestige Elite 12.

Notice in the picture that the element is open. You will not open your lever at this time.

Raise the accoustical filter hood and let it stay open. Lift up the top cover of the machine and look at the element. Is your typing element a 10 pitch or a 12 pitch element?

Now look for the name of your typing element. You will find the name of the type style under the black IBM letters printed on the element release lever. What is the name of your type style?

Look at the triangle on top of the element. Is the triangle open or solid? A solid triangle denotes a 10 pitch type and an open triangle denotes 12 pitch.

Close the cover of the typewriter and pull down the hood.

You are now going to learn to set margins on the typewriter. Look at the margin set scales on the picture. Now look at the margin set scales in front of your typewriter. Notice that there is a scale for 10 pitch and one for 12 pitch. You are going to use the 12 pitch scale to complete these exercises.

Notice that each scale is numbered at one-half inch increments. For the 10 pitch setting, the notations are 5...10...15, etc. For the 12 pitch setting, the notations are 6...12...18, etc.

Now, touch the margin set lever which protrudes in front of the margin set scale. Notice that there is only one margin set scale lever. This lever is used to set the left margin. The right margin is not a locked margin and is automatically set by the machine at the end of a 6-inch line.

Now, find 15 on the 10 pitch scale and 18 on the 12 pitch scale. Notice the orange position indicator behind the margin set scale. This indicator positions itself where the carrier is on the line.

Turn the machine on and tap the space bar 25 times to move the orange position indicator. You are going to learn how to operate the margin set lever. Push in on the lever and, while it is pushed in, Slide it to 24.

Lesson 2

Find the Return Key on the right side of the keyboard. You are going to check to see that the left margin is set correctly. Tap the return key once.

Is the position indicator at 24? Now, move the margin set lever back to 18. Tap the return key once.

When you start typing, you will notice that the bell will ring automatically, eight characters from the end of a 6-inch line of typing. When you learn how to play back typewritten material, you will notice that the machine determines when a 6-inch line has been reached, and it automatically returns the carrier.

Now look at the number 12 Margin Set Scale. Do you see two dots? One dot is at 51 and one is at 75. The 75 dot represents the center of the 150 point scale. This center point is used when the center of the paper is placed at the center of the typewriter.

Look at the dot at 51. For these exercises, the left edge of the paper will be aligned at the zero mark on the scale. Therefore, the dot at 51 represents the center of an 8 1/2 x 11 inch piece of typing paper.

You are now ready to learn another interesting feature of the machine: the tab grid. The tab grid enables you to produce indented and tabulated material in an easy way. The tab grid means that a tab stop has been pre-set every 5 spaces on the typewriter.

Let's experiment to see how it works! Check to see that the machine is turned on. Tap the return key once. Check the dual pitch lever and make certain it is set for 12 pitch.

Now, find the tab key on the left side of the keyboard. Tap it 6 times, slowly, and watch the movement of the position indicator. Do this now.

Did you notice that the carrier moved to 23, then to 28; to 33 and then to 38; to 42 and then to 48? If you did not notice, tap the return key once and try again.

Now, tap the return key twice. Move the dual pitch lever to 10. Tap the Tab key 5 times and watch the movement of the position indicator.

Did you notice that the machine moved to 20, then to 25; to 30, 35, and 40? You did not set these stops. The machine automatically stopped every 5 spaces. Why? Because the Mag Card II is pre-set with a tab stop every 5 spaces. This is known as the pre-set tab grid.

Now, tap the return key and move the dual pitch lever back to 12. Turn off the typewriter. You have now completed lesson 2.

SELF-CHECK
LESSON 2

Answer the following questions before proceeding to Lesson 3. If you do not correctly answer all questions, review Lesson 2.

True, False

1. _____ The name of the type style is printed on the element.

2. _____ There is a preset tab stop every 6 spaces when the machine is set for 12 pitch type.

3. _____ As you type, the Mag Card will automatically carrier return at the end of a 6-inch line of type.

4. _____ A warning bell rings 5 spaces before the right margin.

5. _____ The centerpoint on the margin set scale is 66.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 2 SELF-CHECK QUESTIONS

1. True. There are many type styles. IBM publishes a booklet which gives samples of the various styles of type. Elements can be ordered in many styles and can even be ordered with special characters.

2. False. A tab stop is set every 5 spaces whether the machine is set for pica or elite type.

3. False. You will have to carrier return as you type. When the material is played back, however, the machine may select a different carrier return position than you selected because the machine is set for a 6-inch line.

4. False. The machine will give a warning ring 8 spaces before the end of the line.

5. The centerpoint on the margin set scale that we will be using is 51.

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 3 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to:

1. Type material into the memory.

2. Backspace to correct errors.

3. Use the Playback buttons to play back material that you have typed into memory.

4. Define the term Line End Zone.

You will need a pencil and a ruler to complete this lesson.

Turn on the typewriter and check to see that the machine is set for single spacing.

Set the left margin at 18. Check to see that the paper edge guide is at the long vertical mark on the centering scale and that it is aligned with zero on the front margin set scale.

Insert a piece of paper into the machine and check to see that the paper is under the paper bail rollers. The paper should be up approximately one inch.

Do not tap the Return key to advance the paper. When you tap the Return key, you record each depression of the key into the memory and you may not wish to do this.

You are now going to learn to type material into the memory.

Look at the left side of the typewriter and find the button labeled TPWR. TPWR stands for the word Typewriter. The TPWR button activates, or deactivates, the memory unit. When the TPWR button is depressed, the memory unit is deactivated and the Mag Card converts to a non-automatic typewriter. Is the TPWR button down? It should be up! If it is not up, touch it to release it. Do this now.

Check to see that all the other operational buttons and keys on the typewriter are up. You will learn their functions later.

Now, look at the right side of the keyboard and find the backspace key. This is the correction key. Whenever you make a mistake, backspace to the point of the error and retype. It will automatically correct the error. How is the correction made?

Lift up the accoustical hood. Look at the typing element in the machine. Notice the white tape that threads into the machine. This tape is known as lift-off tape. It lifts off the error from the paper. Close the hood.

Lesson 3

You are now ready to begin typing and correcting errors. Turn on the machine and find the return key on the right side of the machine. Tap it one time, lightly.

Now, type your first name, and deliberately make a mistake. When you make the mistake, stop typing and tap the backspace key to remove the incorrect letters. Retype from the point of the error and then complete typing your name.

You are now going to make a correction with the TPWR button depressed. Let's see what will happen. Tap the return key.

Find the TPWR button on the left side of the machine and depress it.

Type your first name again, making an error. Now, backspace to the error. Did the tape lift off the error? It did not! You have learned that the machine will not lift off the error when the TPWR button is down.

Now lightly tap the TPWR button so that it is up. Turn off the typewriter and turn it on again.

Look at the Practice Copy. This is the exercise that you are going to type. Before beginning to type, study the paragraph to understand what you are going to do. Point to the errors that are circled. They are: skills, greatest, assets, and the.

Look at the end of the paragraph. Notice the 2 CR markings. This notation means that when you have completed typing a paragraph you have to tap the Return key twice. CR stands for Carrier Return.

The Return key is the same as the Carrier Return key. Tap it twice. Do not depress it with force. If you should depress it too far, the machine will advance the paper more than one line. If you do it accidentally, do not attempt to correct it. You will learn how to correct this kind of error later.

Find the Backspace key on the right side of the keyboard. When you type, remember to use it to correct all errors detected immediately. Do not attempt to correct errors not detected immediately. You will learn how later.

Look at the paragraph you are going to type. The lines are 6 inches in length. Notice the last word on each line: which, is, reason, and too. When you are typing, you do not necessarily have to end your line with these words. After you have stopped typing, do not turn off the machine! This is very important.

Begin typing now.

Lesson 3

PRACTICE COPY

It is the human siklls epitomized in our resources of labor which are the country's greatestassets. Most Americans believe that work is not only worth doing but that it is worth doing well. For that reason they believe tha education is to be sought and used by every citizen to improve his standard of living. 2CR

You are now ready to play back what you have typed. Before you attempt to do this, you must understand what you want the machine to do. Look at the paper in the typewriter. Point to the last word you have typed, the word "living" and the period.

The two carrier returns represent your last recorded action. You now want the machine to return in memory to your first recorded action. What was your first recorded action? It was a paragraph indention and the word "it."

To move the memory pointer back to this recorded action, you must press a button labeled PAGE START. The Page Start button is on the extreme right side of the keyboard, next to a button labeled AUTO.

Tap the Page Start button once lightly. Do this now.

You now want the machine to play back. To get the machine to play back, you will depress the button labeled AUTO. This button is next to Page Start. Depress Auto now.

Look at your paper. Pretend that your work is perfect.

Now, notice the button under Auto, labeled LINE and the button labeled WORD and the last button in that row labeled CHAR/STOP. These buttons control how much is printed out on the paper during playback. They are known as the Playback buttons. They enable you to play back one CHARacter at a time, or one WORD at a time, or one LINE. The AUTO button allows you to play back the entire recording.

Let's experiment with the playback buttons.

Depress the Page Start button to return the memory to your first recorded action. Now depress the Line button 3 times very slowly. Do this now.

Now depress the button labeled Word slowly five times.

Now depress slowly the button labeled CHAR/STOP 20 times. Notice that only one characger at a time prints out.

Look at the CHAR/STOP button again. C-H-A-R stands for "Character." Why is this button also called the STOP button? Because it allows you to stop the machine instantly without turning it off.

Lesson 3

You are now going to practice stopping the machine during playback. Depress the Page Start button.

Depress the Auto button, count to 3, and then depress the Character/Stop button. Do this fast!

Continue doing this until you get to the last word in the paragraph. Remember, you are going to depress Auto, count to 3, and then depress the CHAR/STOP button. You will continue stopping playback until you get to the last word. Do not turn off the typewriter.

Look at the played back copies. Compare the line endings of these copies with the line endings in the original paragraph. Is the last word in each line of the original paragraph the same as the playback copy? You may notice that the line endings are different. This is the reason: Themachine is set for a 6-inch line and the carrier returns automatically when it reaches a logical returning point.

What is a logical returning point? Let's find out. Get a pencil and a ruler. Draw a line across your paper, beginning with the word "they" and ending with the word "to."

Measure this line. It measures approximately 6 inches.

Now draw a vertical line that represents your right margin. This will be after the word "to."

You will now draw another vertical line. This line will be before the "w" in the word "which" and after the "o" in the word "work." Measure the space between the two vertical lines. It is about one-half inch. This one-half inch area represents your end-of-the-line zone. What is the purpose of the Line End Zone?

On the Mag Card II, the machine returns the carrier after it reaches the last space, the last hyphen, or any carrier return that is recorded within the Line End Zone. The line end zone is one-half inch wide, or 6 spaces.

A single carrier return that does not fall within the 6-space line end zone area is changed to a space. Any word division hyphen that does not fall within the Line End Zone is automatically deleted by the machine.

You have now completed lesson 3.

SELF CHECK
LESSON 3

Answer the following questions before proceeding to Lesson 4. If you do not correctly answer all questions, review Lesson 3.

True, False

1. _____ When the TPWR button is down, all typing strokes are recorded into memory.

2. _____ The tape which removes errors is called lift-off tape.

3. _____ CR stands for Carriage Return.

4. _____ The AUTO button moves the memory to the first recorded action.

5. _____ The AUTO, LINE, WORD, and CHAR/STOP buttons are called Access buttons.

6. _____ If you carelessly return the carriage before the line end zone is reached, the machine will change the carriage return to a space during playback.

7. _____ If you hyphenate a word and the hyphen does not fall in the line end zone during playback, the machine will automatically delete the hyphen.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 3 SELF-CHECK QUESTIONS

1. False. The TPWR button must be up in order for the memory to be activated.

2. True.

3. True.

4. False. The PAGE START button moves the memory to the first recorded action.

5. False. The AUTO, LINE, WORD, and CHAR/STOP buttons are called playback buttons.

6. True. Any carrier return that does not fall in the line end zone is disregarded. The machine will convert it to a space.

7. True. The machine will delete hyphens unless they fall in the line end zone area.

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 4 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Use the special instruction key, called the CODE key.

2. List the special first steps that are necessary when typing into memory.

3. Type correctly the number of spaces that are required after terminal punctuation.

4. Instruct the machine to automatically position itself for memory typing.

Turn the machine on and check to see that the TPWR button is up. Make certain that the left margin is set at 18. Insert a piece of paper into the machine. The paper should be approximately one inch from the top of the card holder.

Find the button labeled CODE on the left side of the keyboard. You can think of the Code key as an instruction key which enables you to give special instructions to the memory unit. Let's see how it works.

Tap the Return key once. Now look at the right side of the keyboard and find the key labeled INDEX. When you depress this key, the paper is pulled into the machine. Notice the letters RET on the front of the index key. These letters stand for Return. If the Index key is struck and you hold down the Code key, the paper will be simultaneously pulled into the machine and the carrier will return to the left margin.

Slowly tap the Tab key ten times. The machine should be at 68 on the 12 pitch scale. Keep your eyes on the position indicator. Now, depress the Code key, and <u>while holding it down</u>, tap the Index/Return key once. Do this now.

Now repeat the experiment, but this time do not hold down the Code key. Tab over to 68 and tap the index key without code depression. Do this now.

Did the carrier return to 18? No, it did not. The paper was advanced, but the carrier remained at 68.

You have learned that when you hold down the Code key and depress the Index key, you record an Index and a Return. The purpose of an Index/Return is to assure that all playback will start at the left margin.

Look at your keyboard and see if you can find at least 10 other keys that have markings on the front of them. When a key has a marking on the front of it, it means that the Code key must be held down to record the action printed on the front of the key.

Lesson 4

Look at the Practice Copy. Notice the SP markings. This means that after ending punctuation, such as periods, question marks, exclamation points, etc., you must always tap the space bar twice. SP stands for space. Get in the habit of doing this when you are typing on the Mag Card II.

Insert paper in the machine and check to see that the machine is set for single spacing. Make sure that the TPWR button and all other operational buttons are up.

Again, look at the Practice Copy. Notice the letters IR. IR stands for Index/Return. Since you have already coded in an index/return, it is not necessary to enter another index/return instruction; however, whenever you turn off the machine and turn it on again, get in the habit of always coding an index/return.

You will type the practice exercise line for line. Correct each error detected immediately by backspacing. Do not attempt to correct errors that are not on the same line as that on which you are typing because you may encounter difficulty. Type the first paragraph only, then stop. Begin typing now.

PRACTICE COPY

IR Within the past century the United States has developed sources of physical power which have revolutionized American industry and indeed the world itself. 2SP 2CR

For centuries the only source of physical power which had been used by man were his muscles, those of his animals, and the winds, tides, and waterfalls when and where they were available. 2SP 2CR

You should now have finished typing the first paragraph. Tap the space bar twice and the carrier return twice. You are now ready to type the second paragraph. Remember, do not attempt to correct an error which is not on the same line as that on which you are typing. Type the second paragraph now.

Did you space twice after the last period?

Now look at the line with the word "itself"—the last line of the first paragraph. It is a short line. It doesn't reach the Line End Zone.

Since the machine returns the carrier automatically only when it gets to a signal received in the Line End Zone area, why did it return after this short line?

Lesson 4

Do you remember that any single carrier return that does not fall in the line end zone is changed into a space? When you recorded this paragraph, however, you recorded two carrier returns at the end. This action tells the machine to return even if the line does not reach the line end zone.

Tap the carrier return twice and then tap Page Start. Now play back the paragraphs by tapping Auto. If the machine stops during playback, simply depress Auto again.

Now raise the accoustical hood and look at your paper. Compare the line endings of the original copy you typed and the play back copy. The line endings are not the same because the machine does not necessarily type out the same line length you typed. The machine will play back a 6-inch line unless you manually change the line length. You will learn how to do this later.

Now lower the hood and remove your paper from the machine. You have completed lesson 4.

SELF-CHECK
LESSON 4

Answer the following questions before proceeding to Lesson 5. If you do not correctly answer all questions, review Lesson 4.

Fill in the blanks.

1. Before you begin typing on the Mag Card II, you must always depress the _____ button and the _____ key.

2. IR stands for _____ _____.

3. SP stands for _____.

4. At the end of sentences, you must always tap the _____ _____.

5. Two _____ _____ will cauxe the machine to return at the end of a short sentence.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 4 SELF-CHECK QUESTIONS

1. You must always depress the Code button and the Index/Return key.

2. IR stands for Index/Return.

3. SP stands for space.

4. At the end of sentences, you must always tap the space bar twice. You may have learned in regular typing class to avoid typing two spaces at the end of sentences which fall at the end of lines and at the end of paragraphs in order to gain more speed during timings. The Card Card requires that you always type two spaces.

5. Two carrier returns will cause the machine to return at the end of short sentences. You will learn other keystrokes which will force the machine to return in other lessons.

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 5 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Clear the memory without turning off the machine.

2. Divide words which fall in the line end zone in playback.

Look at the number 6 key on the keyboard. Do you see the letters CLR on the front of it? CLR stands for Clear. When the Code button is pressed simultaneously with the 6 key, the memory is cleared. Let's experiment.

Check to make sure that the TPWR button and the No Zone button are up. Insert paper in the machine.

Now tap the number 6 key without code depression. Did the 6 print on the paper? Yes, it did. Now, hold down the Code key, and while holding it down, depress the number 6 key. Do this now. Did the 6 print on the paper? No, it did not.

When the number 6 key is depressed while holding down the code key, the number 6 will not print. Another way to clear the machine is to turn off the motor.

Since turning off the motor clears the memory, you should always leave a sign on the desk stating that text is in storage and requesting the machine not be turned off.

Remember in the last lesson you learned that you should get in the habit of coding an index/return every time you turn on the machine. You should also get in the habit of clearing the machine before you begin to type.

You are now going to learn how to divide words at the end of a line in play back.

Look at the Practice Copy. There are many long words in the copy. If a word would take up solidly more than the six spaces that are in the line end zone, how will the machine know where to return? Remember, the machine looks for a space, a hyphen, or a carrier return within the line end zone.

The answer is that the machine will stop during playback to allow you to make a hyphenation decision. You may decide to play out the entire word on the line, or move the entire word to the next line, or to hyphenate the word.

Set your machine for double spacing and make sure that the left margin is set at 18.

Lesson 5

You will type the paragraph line for line, even though the typewriter bell may ring before you come to the end of a line. Remember to correct all errors detected immediately by backspacing.

PRACTICE COPY

IR Occasionally, you will find that a very long word like inadmissibility, classifications, hydrometallurgy, nonprofessional, advertisement, or philosophical begins before the line end zone. 2SP 2CR

Tap the page start key to move the memory pointer back to the beginning of the paragraph. You are now ready to play back the paragraph. The machine will print out the first line and it will stop when it gets to the word "inadmissibility."

Tap Auto now.

Let's divide the word inadmissibility between the d and the m. Look at your paper. What letters must you delete in order to get the machine back to the letter d? Tap the backspace slowly to remove all letters up to, but not including, the d. Keep in mind all the letters you removed.

Now type a hyphen and a carrier return.

Retype all the letters you removed.

Depress Auto and watch the machine. It will stop in the middle of the word "advertisement." Divide the word advertisement between the r and the t. You will have to play back as many letters as necessary to get the letter r. How do you do this? Depress the Character/Stop button to get to the letter. Do this now.

Now, type a hyphen and then tap the return key. Depress Auto and the paragraph will play out to the end.

Now, clear the machine by depressing the Code key and the number 6 key.

Retype the Practice Copy.

This time you will force the machine to play out the copy just as you typed it. When the machine stops typing during playback of the word inadmissibility, just depress auto again. Do this now.

Again, clear the machine and retype the Practice Copy. This time you will force the machine to carrier return before the word inadmissibility. When playback stops, depress the backspace key to remove any letters of the word inadmissibility which fall on the first line. Now, carrier return. Now retype the letters you removed and then depress Auto again.

You have now completed Lesson 5.

Answer the following questions before proceeding to Lesson 6. If you do not correctly answer all questions, review Lesson 5.

1. When a long word falls in the line end zone, you have three options. List them:

   _____

   _____

   _____

2. If the motor is turned off, the memory is cleared. What other action will clear the memory?

   _____

3. If you decide to divide a word that falls in the line end zone area, and you wish to remove some of the letters which played out, what steps must you take?

   _____

   _____

4. Which button do you use to play out letters that have not played out when you want to divide a word that falls in the line end zone area?

   _____

5. How do you force the machine to carrier return before a long word that falls in the line end zone area?

   _____

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 5 SELF-CHECK QUESTIONS

1. You may Divide the word; force the machine to play back the entire word; or force the machine to play out the word on the next line.

2. You may clear the memory of the machine by coding a clear instruction.

3. You must backspace to remove letters, type the hyphen, carrier return and then retype the letters you removed. The last step is to tap the AUTO key again.

4. You must use the Character/Stop Button to play out additional letters.

5. You must backsapce to remove letters that play out, carrier return, retype the letters you removed, and then tap AUTO again.

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 6 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Correct errors you do not detect immediately.

2. Define the term Access buttons.

3. Discriminate between the Access buttons and the Playback buttons.

Look at the row of operational buttons at the extreme right of the keyboard. These are called Access buttons. Find the button labeled LINE RET. RET stands for the word Return. The line return button is used to move the memory pointer back one line at a time. It is like a big backspacer.

Now find the button labeled Line that is under the Auto button. Do not confuse the Line button with the Line Return button. The Line button is used to play out one line at a time.

Look at the front of the Line button. Do you see the letters DEL? DEL stands for the word Delete. The delete notation in front of the Line key means that, with Code depression, you can remove an entire line from the memory. A note of caution: The line is not removed from the paper as you type, it is removed from memory and will not appear during play back.

Notice that the Delete notation is also in front of the Word button and in front of the Character/Stop button. You can remove a word or a character by depressing the Code button when you tap the Word or Character/Stop button.

You are now going to experiment using the Line Return button and the Word Delete button.

You will type the Practice Copy, making all errors as indicated. Do not correct these errors by backspacing. Type the exercise line for line, and word for word. Do not carrier return after the word "countryside."

PRACTICE COPY

IR

Redclay National Forest nextles between the Two Sisters Mountains against the against the backdrop of the beautiful surrounding countryside.

DO NOT CR!

Suppose that you now notice the error in the first line. Find the Line Return button and press it once. The machine will return to the left margin and space one line down.

You have now moved in memory to the beginning of the second line. Again, press the Line Return button. You have now moved, in memory, to the beginning of the first line.

Lesson 6

You are now going to move the machine across the line to the word "nextles." Depress the button labeled Word 4 times, <u>without</u> Code depression.

You are now up to the incorrect word. You must delete it. How is this done? Hold down the Code button and tap the Word button one time.

You have now removed from the memorymechanism the incorrect word and the space which follows it.

Type the correct word: nestles and the space which follows it.

Now depress the Auto button.

Pretend that you now notice that the words "against the" are typed twice. Let's delete the extra set of words.

Use the Line Return button to move the memory back to the beginning of the second line. This is done by depressing Line Return one time.

Now hold down the code button and tap the Word button two times, slowly.

Let's play back the sentence to make sure that our corrections are recorded into the memory.

Press Page Start and then Auto. Do this now.

You have now completed Lesson 6.

SELF-CHECK
LESSON 6

Answer the following questions before proceeding to Lesson 7. If you do not correctly answer all questions, review Lesson 6.

True, False

1. _____ The Line button is an Access button.

2. _____ A single word can be deleted by depressing the Word button.

3. _____ When you tap the Line Return button one time, the memory pointer moves to the beginning of the line on which you are typing.

4. _____ The Code button must be depressed when you line return.

5. _____ When you delete a word, the space following the word is automatically deleted.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 6 SELF-CHECK QUESTIONS

1. False. The Line button is a playback button. It can be used to play back one line at a time, or, if the Code button is depressed, it can be used to delete one line at a time.

2. False. You must also depress the Code button.

3. True. You must disregard what is happening on your paper and try to imagine what is happening in memory.

4. False.

5. True.

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 7 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to:

1. Delete an entire line from memory.

2. Delete an unwanted carrier return from memory.

3. Use the Line Advance button to move forward in memory.

Set your left margin at 18 and check to make sure your machine is set for single spacing. Also check to see that the TPWR button and the No Zone button are up.

Type the Practice Exercise making all errors indicated and your own. Make sure that you code an Index/Return before you begin to type.

PRACTICE COPY

IR It is vital that all those using the same system agree on tha unets and the standards. Otherwise, results of measurements made by one preson ← EXTRA CR would have no relevance to someone else's measurements made with different units and standards. 2SP 2CR

Now depress Page Start to move to the beginning of the exercise in the memory.

Look at the Access buttons on the extreme right side of the keyboard. Without Code depression, tap the button labeled Line Advance once to move past the Index/Return in memory.

Now, tap the button labeled Word once and watch the carrier indent.

Again, without Code depression, tap the Word button 12 times. This will print out the words on the first line up to, and including, the word "on."

Notice the errors at the end of the line. After these words, a carrier return is recorded. A carrier return represents to the machine an entire line. You must, therefore, delete these two words by instructing the machine to delete a line. Depress the Line button with the Code button depressed.

You have removed the last two words and the carrier return from memory. Now type the words "the units" and then a space.

Tap the return key lightly once. You are now at the beginning of line 2. You now wish to move to the next line, where there is an extra carrier return. Tap the Line Advance button one time.

Lesson 7

The machine considers a carrier return an entire line. You wish to delete this carrier return. Hold down the Code button and depress the Line Delete button once. You have now deleted in memory the unwanted carrier return.

Pretend at this point that you discover the error in the last word on line 2. How will you correct it?

Tap the Line Return button once to get to the word "and" in memory, the first word on line 2.

Now depress the Word button eleven times to play up to, and including, the word "one."

Now count the number of words in the line. There are 10 words. Why were you instructed to tap the Word button eleven times? There are two spaces after the word standards and the period. The second space is considered an entire word.

You are now ready to delete the last word on the line and the carrier return which follows it.

Hold down the code button and depress the Line Delete button once.

Now correctly type the word "person" and then tap the carrier return.

Play back the recording to see how well you corrected the errors. After play back, remove your paper. You have completed lesson 7.

SELF-CHECK
LESSON 7

Answer the following questions before proceeding to Lesson 8. If you do not correctly answer all questions, review Lesson 7.

Fill in the blanks

1. The _____ _____ button moves the memory pointer forward one line at a time.

2. When errors occur at the end of a line, you must use the _____ _____ button to remove the errors from memory.

3. An unwanted carrier return is deleted by using the _____ _____ _____ button.

4. The second space after a period is considered an entire _____ by the machine.

5. A tab is considered a _____ by the machine.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 7 SELF-CHECK QUESTIONS

1. The line advance button moves the memory pointer forward one line at a time. It also is used to move the memory pointer past the Index/Return at the beginning of a recording.
2. The line delete button is used to remove a word or words that appear at the end of the sentence and that are incorrect.
3. The line delete button is also used to delete unwanted carrier returns from memory since the memory considers a carrier return as a line.
4. The second space after a period is considered by the machine to be a word.
5. The tab is considered to be a word by the machine.

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 8 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Force the machine to carrier return.

2. Force the machine to play out material on a line.

3. Force the machine to leave hyphens in words.

You have already learned that the Mag Card II typewriter may play back the material you type with different line endings. If you divide a word at the end of a line in your original draft and that word falls in the middle of the line during playback, the machine will ignore your hyphen. Sometimes, however, we would not want the machine to ignore our hyphens. An example of one of these times would be if we typed a compound word, such as self-control or mother-in-law, in which the hyphen is part of the spelling of the word. We can force the machine to play out the hyphens in such words by using the Required Hyphen feature of the machine.

You have also learned that the machine will ignore a single carrier return that does not fall in the line end zone. Sometimes, however, you will want the machine to return before it reaches the line end zone area. An example of this is when you are typing an inside address of a letter. You may force the machine to return by using the Required Carrier Return feature of the machine.

If you are typing a date, you may wish that the entire date appear on the same line. It is possible to force the machine to play out typed material on the same line by coding the spaces with a Required Space instruction.

You will learn how to instruct the machine to hyphenate, space, and carrier return later. Right now, let's see what happens if you do not instruct the machine to do these things.

You will type the Practice Copy. Start the date at 70 on the margin set scale.

PRACTICE COPY

IR

September 5, 1972

TO: Plant Supervisors
FROM: John Evans
SUBJECT: Plant Tours

I want to thank all of you--both hard-working staff and devoted volunteers--for the way the plant tours have been conducted. We have had a very gratifying response. 2SP 2CR

As you know, we will be having another tour for Post 92. The arrangements for September 15 have been made only for members and advisors of Post 92. 2SP 2CR

Lesson 8

Now play back your copy to see what happens.

Clear the memory to prepare to re-record this memo.

Look at the carrier return. Do you see the word Required on the front of it? When you wish to force the machine to return, you must depress the code button and tap the carrier return.

Now, look at the space bar. Do you see Required on the front of it? When you wish to force the machine to play back typed material on a line, you must instruct it to do so by coding in Required Spaces.

Also look at the hyphen. Do you see the letters REQD on the front of it? When you wish to instruct the machine not to ignore hyphens that you type, you must code in Required Hyphens.

You will now type the Practice Exercise again. Follow these directions exactly.

Tab and space to 70 on the margin set scale. Now type the word September and then stop.

Now depress the code key and tap the space bar once.

Now type the 5 and the comma which follows it, then, again, code in a Required Space. Everywhere you see a check mark in the copy below, instruct the machine to space by coding in a Required Space.

Now type the first guide word line: To: Supervisors. When you have typed the word Supervisors, hold down the Code button and type a carrier return. After the other two lines in the heading of the memo, type in Required Carrier Returns (RCR).

When you type the word you in the first line, stop. Hold down the code button and type two hyphens. Everywhere that you see a circle around a hyphen, code in a Required Space.

PRACTICE COPY

IR

September ✓ ✓ 5, 1977

TO: Plant Supervisors RCR
FROM: John Evans RCR
SUBJECT: Plant Tours RCR

I want to thank all of you--both hard-working staff and devoted volunteers--for the way the plant tours have been conducted. We have had a very gradifying response. 2sp 2CR

As you know, we will be having another tour for Post ✓ 92. The arrangements for September ✓ 15 have been made only for members and advisors of Post ✓ 92. 2sp 2CR

Lesson 8

Before you begin play back, look at the words volunteers and arrangements. The machine will stop for hyphenation decisions in the middle of these words. Do you remember how to make hyphenation decisions?

Play back the copy and make the hyphenation decisions.

Now play back the copy one last time to make sure that the machine recorded your hyphenation decisions.

You have now completed lesson 8.

SELF-CHECK
LESSON 8

Answer the following questions before proceeding to Lesson 9. If you do not correctly answer all questions, review Lesson 8.

Fill in the blanks

1. When a hyphenated word falls in the middle of a line during playback, the machine will delete the hyphen unless you record a _____ _____.
2. Words like self-control and mother-in-law must be typed with _____ _____.
3. In order to force the machine to play out a name or date on the same line, you must record _____ _____ between the parts of the name or date.
4. When typing an inside address, you must record a _____ _____ _____ after each line.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 8 SELF-CHECK QUESTIONS

1. Required hyphen.
2. Required hyphens.
3. Required spaces.
4. Required carrier return.

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 9 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Automatically underscore a word or a group of words

2. Divide an underscored word at the end of a line

Look at the letter i on your keyboard. Notice that in front of it is written the letters UND. UND stands for the word Underscore. Since this notation is written on the front of the key, it means that the code button must be depressed in order to get the machine to perform the function.

Turn the machine on and insert paper.

Depress the letter i without depressing the Code key. Did it print? Yes it did. Now, hold down the Code key and, while holding it down, depress the i key.

Did the letter i print on the paper? No, it did not. The reason is that when you code in an underscore instruction, the letter i key is disengaged.

Let's experiment. Type your last name and stop when you have typed the last letter. Do not space!

Now, hold down the code button and tap the letter i, then wait.

Did the machine automatically underscore your name? Now clear the memory by holding down the code key and depressing the number 6 key.

You will now type the Practice Copy. It is important that you type this material line-for-line. Everywhere that you see a word that is underscored, you will type the word, code an underscore instruction, and then wait for the machine to automatically underscore. Begin typing now.

PRACTICE COPY

IR It is wise to always underscore words one at a time when typing. This makes later revisions of your recorded materials easier to do. If you find it absolutely necessary to underscore several words consecutively, your ability to change recorded material is limited. 2CR

You will now play back the material. You will use the Line playback button and playback the first two lines and the carrier return. Then, you will use the Word button to play up to the word consecutively. Begin now.

The word consecutively must be divided. Follow these directions exactly.

Lesson 9

Slowly depress the Character/Stop button 7 times to play out c-o-n-s-e-q-u. Do not space! Begin now.

Now record an underscore instruction by holding down the code button and typing the letter i key.

Now type the hyphen and a carrier return.

Now tap the Auto key to resume play back.

Now Page Start and depress Auto again to play out the material with your hyphenation decision. Did the word divide correctly on play back?

You are now going to learn how to underscore words with a solid line. Type your first and last name. Stop typing after the last letter of your last name. Now hold down the Code button and type the letter i key. Only your last name was underscored because the machine only underscores the last word typed. You will have to link your first and last names in memory. This is done by recording a required space after your first name.

Type your first name and then stop.

Type a Required Space and then type your last name.

Type an Underscore instruction (Code + the letter i key).

Did the machine underscore both names with a solid line? Yes, it did.

You have now completed Lesson 9.

SELF CHECK
LESSON 9

Answer the following questions before proceeding to Lesson 10. If you do not correctly answer all questions, review Lesson 9.

Fill in the blanks

1. To record an underscore instruction, you must depress the _____ button and the _____ key.
2. To solidly underscore a group of words, you must record _____ _____ between the words.
3. To divide an underscored word at the end of a line, you must use the _____ button to playback letters on the first line, then type an _____, a _____, and a _____.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 9 SELF-CHECK QUESTIONS

1. Code button and the letter i key.
2. Required Spaces.
3. Char/Stop button, then type an underscore instruction, a hyphen, and a carrier return.

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 10 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Automatically center material in the typewriter.

2. Correct errors made when automatically centering material.

3. Underscore material that has been centered.

Find the letter c on your typewriter. Notice the letters CTR on the front of the key. CTR stands for the word Center. The Code button must be held down while depressing the c key in order to activate the automatic centering mechanism.

Let's experiment.

Insert a piece of paper in the machine. Check to make sure that the left margin is set at 18. Also, check to see that the TPWR and the NO ZONE buttons are up.

Tap the Return key once.

Tab and space to get to 51 on the Margin Set Scale.

Depress the Set end of the Tab Set/Clear key that is on the left side of the keyboard.

Hold down the Code key and, while holding it down, type the letter c key.

As you type material that is to be centered, you will notice a different feel to the keys. You will also notice that no letters will print as you type. The carrier will backspace once for every two letters that you type.

Type your first name only. Stop typing when you have typed the last letter. Do not tap the space bar. Begin typing now.

Now tap the return key once and watch the typing element.

The machine automatically centered your name and the carrier returned to the left margin.

Now clear the machine. You are now going to learn to correct errors when you center a line. Suppose that when you are typing you think that you have made an error, but you cannot see what you've typed. What can you do?

Lesson 10

Let's experiment. Tab to 51 on the margin set scale.

Code a center instruction (Code + c)

Type your last name and make an error when typing it. Do not carrier return!

Now depress the backspace key and watch the element.

The machine returns to 51.

Now type your last name correctly and then carrier return. It is not necessary to record another center instruction.

We will now try another experiment. Clear the machine.

Tab to 51 on the margin set scale and code a center instruction.

Type your first name, making an error as you type.

Tap the carrier return key.

Now pretend that you now notice the error. You will now learn how to remove an error in a centered line. The correction will be made in memory, and not on your paper!

Depress the Line Return button to return to the line with the center instruction.

Hold down the Code button and depress the Line Delete button.

You have now deleted from the memory of the machine the line with the error, including the center instruction.

Again tab to 51, code a center instruction, and retype your first name.

Now carrier return.

Page Start and depress auto. Your first name should be centered and typed correctly. The line with the error in it should not play back.

Look at the Practice Exercise on the next page. Clear the machine and tab to 51 on the margin set scale. Code a center instruction.

PRACTICE EXERCISE

International Business Machines Corporation

Office Products Division

Parson's Pond Drive

Franklin Lakes, New Jersey

Follow these directions exactly. If you make an error that cannot be corrected by backspacing, line return and line delete.

Type the words International Business Machines Corporation. When you type the n in the word Corporation, do not carrier return!

You now wish to underscore separately each word in International Business Machines Corporation. First, hold down the code button and depress the backspace. A Required Backspace will play out the line.

The carrier should now be at the end of the word Corporation.

You are going to force the backspace to act like a regular backspace key and not a correction key. Hold down the Code button and backspace to the first letter of the first word, the letter I in the word International.

Now find the underscore key. It is the key by the zero key. Do not confuse the underscore key with the underscore instruction key.

Check to see that the Shift Key is locked down.

Now, underscore, without Code depression, each word separately. Type a regular space between the words.

Now carrier return.

Now look at the second line. We wish to center this line and to solidly underscore it. We could use the same technique that we just learned, but let's experiment with a different technique.

Follow these directions exactly.

Tab to 51 and code a center instruction. Type the word Office and then stop.

Type a Required Space, then type Products and a Required Space and the word Division, and then stop.

Lesson 10

Now hold down the code button and then tap the letter i key (the underscore instruction key). Carrier return.

Did the machine center and underscore the solidly underscore the words? Yes, it did.

Practice the two techniques you have just learned on the other two lines of the Practice Copy.

You have now completed lesson 10.

SELF-CHECK
LESSON 10

Answer the following questions before proceeding to Lesson 11. If you do not correctly answer all questions, review Lesson 10.

Fill in the blanks

1. If you do not discover an error in a centered line immediately, you must _____ and _____.
2. When you wish to solidly underscore a group of centered words, you may record _____ _____ to join the words in memory and then use the _____ _____ to perform the underscore.
3. When you depress _____ plus _____ the machine will not lift off errors.
4. You may force the machine to play back centered material by depressing the _____ _____ _____ or by depressing _____ plus _____.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 10 SELF-CHECK QUESTIONS

1. Line Return and Line Delete. This will not remove the error from your paper, but the incorrect line will be deleted from memory.
2. Required Spaces to join the words in memory and then use the Underscore Instruction.
3. Code plus Backspace. When you use the Required Backspace function, the error correction function of the backspace key is disengaged.
4. Carrier Return or by depressing Code plus Backspace.

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 11 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Reset the margins for a line that is longer than 6 inches.

2. Reset the margins for a line that is shorter than 6 inches.

You have learned that the Mag Card II typewriter is preset for a 6 inch line and will automatically play out material with a 6 inch line. The line length remains unchanged even when you type a clear instruction or when the machine is turned off.

Insert a piece of paper into the machine. Make certain that the left margin is set at 18 and that the machine is set for single spacing. Also, check to make sure that the TPWR button and the NO ZONE button are up.

Look at the Practice Copy. You will type it three times. The first time you will type it and allow it to play out on a 6 inch line. Type the Practice Exercise now, without making any machine adjustments.

PRACTICE COPY

IR

The Independent School District Ten has been granted funds to establish a Demonstration Center to serve this entire area. On behalf of our staff, I would like to extend a formal invitation to you to visit our facilities. 2CR

We are tentatively scheduling your group on June 30, 1973. If this date is not convenient, please let us know as soon as possible. 2CR

Now play back the copy by depressing Page Start and then Auto.

You will now type the material on a 7 inch line. Follow these directions exactly.

Clear the machine.

Find the button labeled PARA ADV, which is below the Page Start button.

Look on the front of the PARA ADV key. Do you see RM SET? This stands for Right Margin Set.

Tap your return key once to make sure that you are at the left margin.

Depress the TPWR button, because you do not want to record all the actions you are going to make.

Lesson 11

Now tap the tab key to move the carrier over to 102 on the margin set scale. A 7-inch line will end at 102.

Now hold down the Code button and depress the RM Set key one time.

Release the TPWR button to re-activate the memory mechanism.

Tap the Return key twice.

Retype the Practice Copy and play it back. Do this now.

Did the lines of the second play back copy extend beyond the lines of the first play back copy?

Clear the memory. You will now set the margins for a 5-inch line. A note of caution: Clearing the memory does not reset the margins to a 6-inch line. Depress the TPWR button to disengage the memory.

Now carrier return to make sure your left margin is at 18.

Now tab over to 78. A 5-inch line will end at 78.

Now depress the Code button and tap the RM Set. Release the TPWR button.

Tap the return key twice and then retype the Practice Copy.

Now play back the Practice Copy on a 5 inch line.

You have learned that clearing the memory will not reset the 6-inch line; however, if you turn off the motor, the 6 inch line will be reset. Turn off the motor now. You have completed lesson 11.

SELF-CHECK
LESSON 11

Answer the following questions before proceeding to Lesson 12. If you do not correctly answer all questions, review Lesson 11.

Fill in the blanks

1. You must depress the _____ button before you change your margins.
2. You may return to a 6-inch line of typing by coding the RM Set at 90 or by _____ _____ _____ _____.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 11 SELF-CHECK QUESTIONS

1. The TPWR button must be depressed before you set a new right margin, but you must be certain to release it before you begin to type.
2. turning off the motor.

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 12 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Define the purpose of the NO ZONE button.

2. Cause the machine to disregard the Line End Zone area during playback.

On the left side of the machine, you will find a button labeled NO ZONE. You use this button when you wish the machine to disregard the preset 6 inch line and to print out your line exactly as you typed it, without the necessity of changing the line length. No Zone means No Line End Zone.

The NO ZONE button must be depressed when you play back if you wish the Line End Zone to be de-activated. Some material must be played back with the Line End Zone deactivated. Such materials are: tabulated material and indented material, such as long quotes and the typing of poetry.

You are going to type the Practice Exercise. Be certain to type it line for line.

Check to make sure that the No Zone button is up and that the TPWR button is up.

PRACTICE COPY

Now is the time for all good men to come to the aid
of their country and for all good women to join them.

Now you are going to play back the sentence twice: once with the NO ZONE button depressed and once with the NO ZONE button up. Let's see what will happen.

Depress the NO ZONE button and play back the material.

Now release the NO ZONE button and play back the material.

You have learned that with the NO ZONE button depressed, the material will play back exactly as you type it, but with the NO ZONE button up, the machine will play out the material on its regular 6 inch line..

Let's try another experiment. Depress the NO ZONE button. Clear the machine.

Type the Practice Copy exactly as you typed it the first time. End the first line with the word aid.

Now play back the sentence with the NO ZONE button up.

Lesson 12

The sentence did not play back as you typed it. The last word on the first line is not aid.

You have learned that regardless of whether you record the material with the NO ZONE button up or down, the NO ZONE button must be down if you want the typed material to play out on a line that is not a 6 inch line.

You have now completed Lesson 12.

SELF-CHECK
LESSON 12

Answer the following questions before proceeding to Lesson 13. If you do not correctly answer all questions, review Lesson 12.

Fill in the blanks

1. When you wish for the machine to play out material line-for-line as you typed it, you must depress the _____ button.
2. Tabulated material and indented material must be played back with the _____ button depressed.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 12 SELF-CHECK QUESTIONS

1. NO ZONE

2. NO ZONE

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 13 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Clear the machine of the preset tab stops.

2. Manually set tab stops.

3. Use the Required Tab feature of the machine to type indented material.

You know that the Mag Card II is preset with a 5-space tab grid. This grid is not cleared even though the machine may be turned off.

Insert a piece of paper in the machine. Check to make sure that the TPWR and the NO ZONE buttons are up.

Check to see that the machine is set for single spacing. Check to see that the left margin is set at 18.

Tap the Return key.

You are now going to manually change the tab stops. You do not wish to record the actions you are now going to make, so depress the TPWR button.

Now find the combination Tab Clear/Set key on the left side of the machine. Hold down the CLR (Clear) end of the key, and, while holding it down, depress the Return key once.

Now space to 25 on the margin set scale and depress the SET end of the CLR/SET key, then space to 35 and set another tab stop.

Carrier Return and then depress the Tab button twice to make sure that your tab stops have been set.

In typing, you would have to be careful to release your TPWR button now so that your text would go into the memory. However, we are going to learn to reset the tab stops, so do not release the TPWR button yet.

Check to see that you are at 18 on the margin set scale.

Hold down the Set portion of the CLR/SET key and tap the Return key once. You have now reset the original tab grid.

Tap the Tab button a few times to see that the machine is now spacing 5 spaces again. Another way to reset the Tab Grid is to turn off the motor.

Lesson 13

You are now going to learn how to record outlines of material in an easy way using Required Tabs, another automatic feature of the Mag Card.

For you to fully understand the value of the Required Tab feature, you will type the Practice Exercise twice, once not using the automatic tabbing feature and the second time using Required Tabs.

Check to make sure that the TPWR and the NO ZONE buttons are up.

PRACTICE EXERCISE

IR The costs of change include "social costs" just as the needs we seek to satisfy are becoming more social in nature, so, too, are the costs associated with satisfying such needs more social in nature:

* 1.* To the individual who becomes unemployed as a result of technological change--should he alone have to pay these costs, or does society bear some of the responsibility? RCR RCR

* 2.* To a community whose water supply becomes more highly polluted when a new plant begins to produce--who pays these costs? Who should pay? RCR RCR

* * a.* Obviously, the greatest incentive to scientific and technological advance is the expectation of increasing profit. RCR RCR

* * b.* The costs of change do not seem nearly as burdensome if counterbalanced by the prospect or potential of increased sales and profits. RCR RCR

Type as you would normally type. Correct all errors suspected immediately by backspacing. Do not attempt to correct errors not detected immediately because you may encounter difficulty.

Remove the paper and insert a fresh piece of paper into the typewriter.

Play back the outline. If the machine stops in the middle of playback, divide the word.

Remove the played back copy from the machine and look at your paper. Disregard any errors you may see and do not be concerned if the outline did not play back exactly as you recorded it.

Now look at the Tab button. Do you see the word Required on the front of it? You know by now that this means that you must hold down the code button in order to force the machine to perform a required function.

Lesson 13

Now look again at the Practice Exercise. Whenever you see an asterisk, you will hold down the Code key and depress the Tab key. Notice the asterisks are only on the first line of each indented paragraph. This is because, once you have recorded a Required Tab on the first line of a paragraph, it is not necessary to record any more required tabs within the paragraph. The machine will remember to indent automatically.

Notice the RCR at the end of each paragraph. RCR stands for Required Carrier Return. A Required Carrier Return cancels a Required Tab instruction.

Insert a fresh piece of paper and turn on the machine. If you should make an error by recording too many required tabs, you will be able to backspace to make a correction.

One other thing before you begin typing. Look at the second paragraph. Do you notice the hyphens? Do you remember how to record a Required Hyphen?

Now type the Practice Exercise.

You are now going to play back your recording. Put a fresh piece of paper in the machine and find the word technological. The machine will stop in the middle of playback when it reaches this word. You may either divide the word or depress Auto again to play it out on the first line.

If you see any errors in the copy, you may play back the copy until you reach the point of the error and then use the word delete or line delete function, or you may use the line return to return, in memory, to the point of the error and then make the correction.

You have now completed lesson 13.

SELF-CHECK
LESSON 13

Answer the following questions before proceeding to Lesson 14. If you do not correctly answer all questions, review Lesson 13.

Fill in the blanks

1. When manually changing the tab stops, you must be careful to depress the _____ button before you begin.
2. To clear the preset tab grid, you must depress the _____ end of the _____ key, then depress the _____ _____.
3. To reset the tab grid, you may either depress the _____ end of the _____ key and _____ _____ or you may turn off the motor.
4. When setting Required Tab Stops, you must depress the _____ _____ key before you depress the Tab key.
5. To cancel a Required Tab Stop, you must record a _____ _____ _____.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 13 SELF-CHECK QUESTIONS

1. TPWR
2. CLR end of the CLR/SET key and Carrier Return
3. SET end of the CLR/SET dey and Carrier Return
4. Code
5. Required Carrier Return

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 14 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Properly handle a mag card.
2. Clean a mag card.
3. Identify the parts of the card unit.
4. Use the Record button.
5. Record a letter on a mag card and play it back.

You will need a mag card, paper and a stapler for this lesson.

Remove the mag card from its jacket. Look at the upper corners of the card. The left side of the card has a number which is used for identification purposes, and the right side has a write-on surface for individual use.

For maximum card life and machine dependability, you should handle the card only in the printed area. The card can be cleaned by wiping it with a cotton swab or facial tissue that is moistened with rubbing alcohol. The card should be kept inside its jacket or card sleeve.

You must be careful never to write on the card sleeve or jacket while the card is inside. You may damage the card if you do.

Now look at the card unit. It is the unit that stands on the floor. Notice that it has three openings: a large opening at the bottom, a narrow opening at the middle, and a medium sized opening on top. The top opening is called the Pack Feed Slot; the narrow opening in the middle is called the Single Card Slot; and the large opening at the bottom is called the Stacker. This is where the card exits after material you have typed has been recorded on it.

Now look at your typewriter. You see a green, yellow, and a red light. These lights either blink, or light up solid, for definite reasons. You will learn the meaning of the lights later. The lights are mentioned now because they concern the card unit.

Look above the lights and find the button labeled REC. REC stands for the word RECORD. This button is depressed after you have typed the material into memory and want to record it onto a card. When you depress the REC button, the material in memory is transferred to the mag card and the memory is cleared.

Look at the button beside the REC button that is labeled READ. This button is depressed in order to draw a mag card into the machine that has already been recorded. It causes the material that is recorded onto the mag card to be read into the memory of the typewriter. This action does <u>not</u> clear the card. You will learn later how to make corrections on mag cards.

Lesson 14

Look at the Practice Exercise. You are going to type this exercise and then record it onto a mag card.

Check to make sure that your left margin is at 18 and that the machine is set for single spacing. Check to see that the TPWR and the NO ZONE buttons are up. Begin typing the date on line 18.

PRACTICE EXERCISE

September 20, 1974

Mr. R. L. Schaeffer
Office Manager
5563 Westlake Place
Fort Worth, Texas 75730

Dear Mr. Schaeffer:

The Lions Club Finance Committee, of which I am chairman, will meet in our building May 29 from 9:00 to 2:30 p.m.

Each of the guests would like to park his car in our parking lot for about two hours. Please send me 20 visitor's lot permits to mail out prior to the meeting.

See you at the meeting.

Yours truly,

Joseph C. Newman

JN/xx

Play back the letter from memory. Do <u>not</u> clear the machine. Play back now.

Do you see any corrections that need to be made? If you do, correct them now.

Lesson 14

Pick up the magnetic card. Hold it with the numbered side up. Try not to touch the surface of the card because perspiration from your hands may affect the dependability of the card.

Now look at the card unit. The middle opening is the single card slot. You will learn the uses of it later. Blank cards are fed into the larger opening, the pack feed slot. Remove your card from the jacket and push it into the pack feed slot. It will not go all the way in.

Depress the RECord button and see what happens.

The card should have fed into the machine. You should have heard some clicking sounds and then the card should have exited into the stacker at the bottom. If the card did not feed and a green light is blinking on the keyboard, remove the card from the top slot and feed it into the middle slot. You do not have to push RECord again.

Leave the card in the stacker for a moment. Let's check to see if the memory is cleared. Depress Page Start and Auto.

Did the letter play out? It should not have.

Pretend that you have been asked to make two original-looking copies of the letter you just typed.

Turn off your typewriter. Place a fresh piece of paper in the machine and turn it on. Listen to your machine when you turn it on and you will hear a click. This tells you your machine is ready. Turn it off and then on again and listen for the click.

Pick up the card from the stacker.

Push it into the single card slot. This slot is used to read information on a single magnetic card into the memory when you do not want the card to remain in the machine. The card will be drawn into the machine and almost immediately it will come out of the same slot. Remove the card and put it into the card tray. The letter on the card has been read into memory, but it is also still on the card.

You will now play back the letter. It is unnecessary to depress Page Start because the memory is already at the beginning of the letter.

Insert another piece of paper in the machine. Depress Page Start to move to the beginning of the letter in memory. Depress Auto.

You have now completed Lesson 14.

SELF-CHECK
LESSON 14

Answer the following questions before proceeding to Lesson 15. If you do not correctly answer all questions, review Lesson 14.

Fill in the blanks

1. The top slot of the card machine is called the _____ _____ slot.
2. The bottom slot of the card machine is called the _____.
3. The mag card must be handled by the _____ end.
4. Mag cards may be cleaned by wiping them with a cotton swab or tissue that has been moistened in _____ _____.
5. When you wish to record material onto a blank card, you place the card in the _____ slot and depress _____.
6. When you wish to play back material from a mag card, you place the recorded card into the _____ _____ slot.
7. The first time you play back material that has been read from a card you simply depress _____ because the memory is already at the beginning of the message.
8. You must never write on the card sleeve or jacket when the card is _____.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 14 SELF-CHECK QUESTIONS

1. pack feed
2. stacker
3. numbered
4. rubbing alcohol
5. top (pack feed) and depress RECord
6. single card slot
7. Auto
8. inside

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 15 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Define the term batch jobs.

2. Record several documents in a batch operation.

3. Explain more fully how the memory and the mag cards work, both separately and together.

You will need three mag cards and typing paper for this lesson.

Batching means to complete several jobs one after the other, without stopping. You are going to type a bulletin, a letter and a memo, recording each, upon completion, onto mag cards. You will then batch read the cards into memory and then play back the documents.

Turn on the machine and listen for the ready click. Check to see that all the functional keys are up. Check to see that the machine is set for single spacing and that the margin set lever is at 18.

Remove the three mag cards from their jackets. Tap the unnumbered end of the cards against the desk to straighten the cards and push all three cards into the top slot of the card unit, numbered side up, toward you.

Look at Practice Exercise 1, the bulletin. Notice in this document that you will have to use some of the knowledge you have already gained about the machine. You will have to center the word Bulletin and then center and underscore the words Student Job Interviews. Do you remember how to do this? If you do not remember, refer to lesson 10. Also, look in the body of the Bulletin. Do you remember how to force the machine to indent? If you do not remember, refer to lesson 13.

PRACTICE EXERCISE 1

IR

BULLETIN

Student Job Interviews

The following points need to be taken into consideration when each student is interviewed the afternoon of October 25. Check to be sure that the interviewer with whom you are scheduled is the one you requested.

1. Each student must be fully aware of the total curriculum and the number of hours that will be required. RCR RCR

2. Each company must present an outline of the points to be covered in the interview. RCR RCR

All interviews will be in the Student Union Building on the second floor ballroom 2CR

Lesson 15

Now play back the bulletin from memory and correct any errors that you detect.

You will now record this document. Find and depress the RECord button on the left side of the machine. When the card exits into the stacker, let it remain there.

You will now record Practice Exercise 2. Before you do, look at it. Do you remember that you must record Required Carrier Returns after each line of the inside address and after the typed signature?

PRACTICE EXERCISE 2

IR
September 15, 1972

Mr. J. B. Cary RCR
285 Main Street RCR
Denver, CO 80217

Dear Mr. Cary:

The annual sales meeting will be held on September 26, 27, and 28. A copy of the agenda for the conference is enclosed. Please study the program carefully and come prepared to participate in the discussions and activities.

The company will reimburse you for all necessary living expenses incurred during the period September 26-28, up to the limits of the per diem allowance of $25. Your room arrangements have been made at the Hotel Edison, 1400 Congress Boulevard, New York; the daily rate will be $85.

Very truly yours,

E. J. Johnson RCR
Vice President
2CR

Carefully proofread your letter. If you see no errors, depress the RECord button. The machine will pull a card from the Pack Feed Slot into the machine and record the letter from the memory onto the mag card.

Lesson 15

Now look at Practice Exercise 3, the Memo. Do you notice the hyphens? Do you remember that you must code in hyphens in order to force the machine not to ignore them when they fall in the middle of a line? If you need to review, go back to lesson 8.

PRACTICE EXERCISE 3

IR

MEMO

TO: Robert N. Peterson RCR
Project Engineer

FROM: William R. Lee RCR
Site Supervisor

SUBJECT: Contract No. 167-345 - Houston Apartments

DATE: September 25, 1972

The contract and performance bond S-486-32 covering this project are enclosed. We will send a copy to Washington, D. C.

You will be happy to know that we expect to complete this job prior to the date required by the Terms and Specifications of the contract unless we are delayed by adverse weather conditions. 2CR

Since you have reviewed so many things when typing this memo, it might be a good idea to play it back from the memory mechanism to make sure it is correctly recorded.

You are now ready to record the Memo onto a mag card. Depress RECord.

Now gather together the three cards that are in the stacker. Push the three cards into the Pack Feed Slot at the top. The numbers should be up and facing you.

Turn off the typewriter and turn it on again. Listen for the ready click.

Put a piece of paper in the typewriter. Look at the READ button. Be careful not to touch the RECord button! Depress the READ button one time.

You are now ready to begin playback. If the typewriter stops for you to make a hyphenation decision, simply depress AUTO again. Depress Auto now.

The first document should now have played out. We want to be certain it is still on the card, so depress RECord.

Lesson 15

Review in your mind the order in which you depress the buttons. The order is Read, then Auto, then RECord.

Read and play back the other two mag cards. When you have finished playing back all three documents, you have completed Lesson 15.

SELF-CHECK
LESSON 15

Answer the following questions before proceeding to Lesson 16. If you do not correctly answer all questions, review Lesson 15.

Fill in the blanks

1. _____ means to complete several jobs, one after the other.
2. When performing batch jobs, the mag cards are read into the machine from the _____ _____ slot.
3. The three steps when playing back batch jobs are _____, _____, and _____.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 15 SELF-CHECK QUESTIONS

1. Batching
2. Pack Feed
3. Read, Auto, and Record

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 16 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Use the Stop Instruction.

2. Use the Page End Instruction

3. Record and play back a multi-page document

You were told in an earlier lesson to note that the machine cannot be set for triple spacing. Sometimes, however, we would want a triple linespace. We can tell the machine to stop so that we can manually turn the platen to allow for a triple space. We do this by recording a Stop Instruction.

The Stop Instruction is typed when you want to make any typewriter adjustments during playback. For example, if you want to depress, or release, the No Zone button; if you want to change your tabs; if you want to change from single to double spacing; and if you want to change the line length.

The Stop Instruction is recorded by holding down the Code button and typing the number 9 key.

Look at the Practice Exercise. Do you see that it is double spaced? Set your machine for double spacing now. Insert three mag cards in the top slot.

Check to make sure your left margin is at 18.

Now center and type the title in all caps on line 7.

After you type the title and carrier return, you will code a stop instruction. Depress Code and the number 9 key.

Now manually turn the platen one line.

You must code a Required Carrier Return after you have typed the word "interplay" at the end of the first paragraph because the machine will ignore any single carrier return that is not followed by a space or a paragraph indention.

Notice that at the end of the first paragraph there is a triple linespace. You should also code a Stop instruction there.

When you get to the bottom of the page, you will encounter a new set of initials: PE. PE stands for Page End. You must always code a Page End instruction after each page when typing a multi-page document. This will allow you to make modifications in the text, as you will learn later.

To instruct the machine to Page End, simply depress Code plus the number 3 key. After you have typed the Page End instruction, depress the Record button one time. Proceed in the same manner for all pages in the manuscript.

IR

INTERPLAY OF DOMESTIC SEGMENTS

S

It now remains for us to consider the interplay of the economic activities of the three domestic segments of our economy: consumers, business investors, and government, which--together with our country's foreign trade--helps to determine our economic growth. Examples will aid in illustrating this interplay. RCR

S

The Consumer

Let's begin with an example from the point of view of the consumer. Suppose your sister Gertrude and her husband, Walter Rommel, decide to move their family from a row house in a city to a new house in the suburbs a few miles away. Only one family and its purchases are concerned. But if hundreds or if thousands of families throughout the country were to decide to make the same sort of move over the course of the year, a chain reaction would be set off in our free enterprise system and would be reflected in our gross national product.

In the first place, the demand for suburban houses would go up and that for row houses would go down. Banks would lend money to the new owners to finance their purchases of new homes. These new owners would become potential buyers ordinarily through retail stores--of such final goods as household furniture, garden furniture, lawn mowers, sandboxes, wading pools, fencing, and the like.

To keep on hand stocks of such products, the retailer would order in greater quantity from the wholesaler who in turn would order in greater quantity from the wholesaler who in turn would order in greater quantity from the manufacturer. The manufacturer would find need for a greater supply of raw materials and probably for new equipment. He

PE

DO NOT IR

would need to find additional sources to maintain his supply of raw materials and not get into a backorder situation.

Patently there would be need for more architects, carpenters, brick layers, truck drivers, and assembly line workers for the new equipment. There would be need for more stores to supply the needs of new home owners and with these stores would come a contingent of new clerks. There would be need for telephone linemen and bus drivers and garage mechanics and so on and so on.

And what has all this to do with our American economy? It illustrates that consumer trends in purchasing help to determine the economic trends of our country.

But what determines whether the consumer will buy? What determined whether you and Jon would buy a car four years ago? It was your decision to make your down payment on the house that kept you out of the car market at that time. Suppose everyone in your vicinity had determined on your line of action. How long could your town have kept its car sales companies in business? And suppose everyone in your vicinity had determined as you did to build a new home. What an upsurge of activity there would have been in the construction industry. Of course, such suppositions <u>are</u> suppositions, for families do not get together and plan such a line of procedure.

However, let's take an actual example of the impact that a trend in consumer buying <u>can</u> have on our business output. The decision of the American consumer to acquire television sets placed in motion a series of actions.

In 1950, out of 42 million households only 5 million had acquired television sets. Here was a jump from 12 percent of all households to 92 percent of all households who had purchased television sets. The

FE

DO NOT IR

number of television stations increased from 107 in 1950 to 583 in 1965, an increase of over 545 percent. Revenue jumped from $106 million in 1950 to almost $1.8 billion in 1964, an increase of over 1,700 percent. Here was growth indeed. All along the line, new jobs and services and final goods came into being. As a result, the gross national product, as far as this consumer buying trend was concerned, grew proportionately.

The action of consumers then has a direct bearing on the economic growth of our country. If the consumer--and that means each of us--is willing and able to spend more because he is confident that his job and income will continue and because he is attracted by the appeal of certain products, he contributes to the growth of the GNP. So much for the consumer.

FE

You should now have completed typing and recording the multi-page document. Pick up the three cards from the stacker and tap the ends against the desk to straighten them.

Insert the cards in the Pack Feed Slot.

Depress Read once to read the first page. Depress Auto to start play back. When the machine reaches your Stop Code, manually advance the platen one line, then depress Auto to resume playback. If the machine stops for word divisions, simply depress Auto again. When the page has played out, depress Record. The card will exit into the stacker. Remember the order: Read, Auto, Record! Play back all three pages in this manner.

Save these mag cards for the next lesson. You have now completed Lesson 16.

SELF-CHECK
LESSON 16

Answer the following questions before proceeding to Lesson 17. If you do not correctly answer all questions, review Lesson 16.

Fill in the blanks

1. When you wish to make typewriter adjustments during playback, you record a _____ _____.
2. At the end of each page of a multi-page document, you should record a _____ _____ instruction.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 16 SELF-CHECK QUESTIONS

1. Stop Instruction (Code + 9)

2. Page End (Code + 3)

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 17 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Use the line count mechanism of the typewriter to alter text that is stored on mag cards.

2. Use the Page End instruction.

3. Play back a prerecorded document with altered page endings.

You will need the three mag cards that you recorded in lesson 16.

The Line Count mechanism of the typewriter is used to provide uniform page lengths for multi-page documents. It is also used to rearrange pages when material is inserted into, or deleted from, documents.

You are going to alter the page endings of the document you typed in Lesson 16. You must follow the directions exactly.

First, you are going to enter a line count. Insert a scrap piece of paper into the typewriter.

Depress the TPWR button.

Find the Line Count button. It is the same as the Line Return button. Hold down the Code button and tap the Line Count button.

Release the Code button and type in the number 26.

Did you notice that after typing 26, the carrier returned automatically? This indicates that the line count was stored in the memory. You should always enter the line count before you insert the paper that you want to play back on because the number of lines will print out, as you see on the scrap piece of paper.

Release the TPWR button; otherwise, when you Read a card, it will exit into the stacker, and you do not want it to do so.

Insert the first piece of paper for the playback now.

The reason that you entered a line count of 26 is so that the typewriter will allow for a one-inch top margin and a one-inch bottom margin. Roll the paper into the machine to line 7.

Check to make sure that your left margin is at 18 and that the machine is set for double spacing.

Depress the Read button to read the first page.

Lesson 17

The machine will stop during playback. You will be required to manually create a triple line space after the title and before the second paragraph. Do not divide any words. You should remember how to proceed, but if you do not remember, review lesson 16. The steps are: READ, AUTO, RECORD!

Play back the first page and then stop. The machine did not play out the last line on the page because it has reached 26 lines. Code a Page End instruction.

Depress Record now to empty the memory, to re-record your card, and to exit the card into the stacker.

Position a new sheet of paper so that you have a one-inch top margin. Now depress AUTO to play out the remainder of the first page.

Now depress Read to read the second card. It is not necessary to record the line count to play out the second page. The line count will remain in the machine until you record a different line count or until you turn off the machine.

Depress Auto to begin playback. If the machine stops for hyphenation decisions, simply depress Auto to continue playback. When the machine stops playback at the bottom of the page, you will then record a new Page End instruction. The machine should stop before the last paragraph plays out.

Now depress Record to record the change on the card and to cause the machine to eject the card into the stacker.

Roll in a fresh sheet of paper for the third page. Leave a one-inch top margin.

Now follow these directions. Depress AUTO to play out the remaining words from page 2. Do not carrier return when these words have played out.

You are now ready to read into the memory.

Depress Read, then depress Auto.

When the page has completely played out, depress Record. When you have completed playback with the revised page endings, you have completed lesson 17.

SELF-CHECK
LESSON 17

Answer the following questions before proceeding to Lesson 18. If you do not correctly answer all questions, review Lesson 17.

Fill in the Blanks

1. The _____ _____ mechanism of the typewriter is used to provide uniform page lengths for multi-page documents.
2. If the words on a page exceed the line count given, you must enter a new _____ _____ instruction before you depress RECord.
3. When words remain in memory from a preceeding page, you must depress _____ to play out the words before you depress _____ for the next page.
4. You must depress _____ before you enter a line count instruction.
5. The Line Count instruction is recorded by depressing Code plus the _____ _____ button.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 17 SELF-CHECK QUESTIONS

1. Line Count
2. Page End
3. Auto to play out the words before you depress Read
4. TPWR
5. Line Return

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 18 - THE MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Duplicate mag cards
2. Use the Access buttons
3. Revise recorded material

You will need two mag cards for this lesson.

Type and record the Practice Copy onto a mag card.

PRACTICE COPY:

IR This report contains only the condensed status reports from departments that concern your area.

The Budget Department is compiling figures for the last of 1971. Projections for materials, labor, and overhead are vague at this time. Complete figures will be available December 13.

Expansion of marketing emphasis in the West has put great strains on the Sales Department. A marketing study is in process to seek more effective sales techniques.

Activity in the Mail Department has increased 28-30 percent in the first six months of this year. Greater utilization by Sales is given as the reason. More efficient equipment to meet the work load is on order.

The Personnel Department has reduced manpower during the last six months. This reduction was made possible through the implementation of a new recruitment program established by the company.

The above information is for your use only and is not to be used outside your department. Further details and a total report from all departments can be obtained in the President's Office. 2CR

Lesson 18

You are now going to duplicate the material you have recorded onto a different mag card. Follow these directions exactly.

Push down the TPWR button.

Push the card you just recorded into the single card slot (the middle slot). The card will be drawn into the machine, a clicking sound will be heard, and the card will eject from the same slot.

You have read into memory what is on the card. Remove the card from the single card slot when it ejects. You now want to record what you have just read into memory onto a blank card.

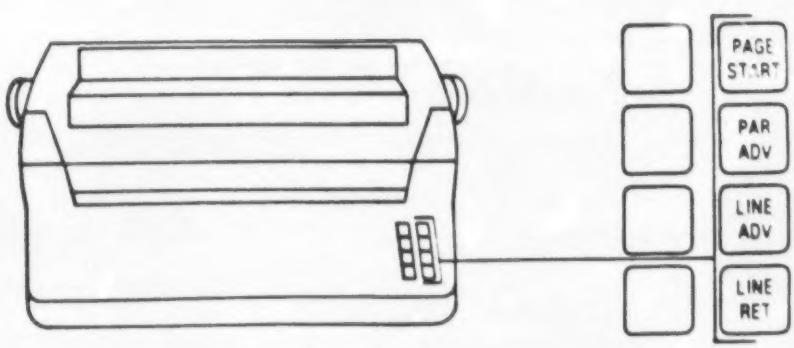
Place the card on which you wish to make a duplicate into the top slot of the machine and then depress RECord. When you depress RECord, the card will be pulled from the Pack Feed slot into the machine and will will hear some clicking sounds. You will then have transferred what was in memory onto the blank card. The card will exit into the stacker.

Release the TPWR button now!

You are now going to revise the material you just typed, recorded, and copied. You will use the Access buttons on the right side of the keyboard to move forward and backward in the text. You have already had a lot of experience using the Page Start button.

The button labeled PAR ADV stands for Paragraph Advance. The machine groups "paragraphs" according to certain rules. The following are considered paragraphs: an index return, two or more carrier returns, a carrier return followed by a tab, or a carrier return followed by a space.

The Line Advance button is used to move forward in the text one line at a time; the Line Return button is used to move backward one line at a time.



Lesson 18

You are now going to make revisions in the Practice Copy that you typed. Let's study the nine revisions you are going to make.

Revision number 1 involves the deletion of a word at the beginning of a line. The second revision involves the deletion of a word at the end of a line. The third revision involves combining two paragraphs. Revisions 4 and 5 involve making insertions at the end of a word. Revision 6 involves inserting several words into the text. Revision 7 involves adding a word at the beginning of a line. Revision 8 involves creating a new paragraph. The last revision involves making a correction at the end of a word. You will be given step-by-step directions to complete each of these corrections. When you start revising, follow these directions exactly or you may encounter difficulty. Insert a piece of paper into your typewriter. Read the card you recorded earlier into the memory. Make sure your TPWR button is up!

PRACTICE COPY:

This report contains only the condensed status reports from departments that concern your area.

(1) ~~The~~ Budget Department is compiling figures for the last of ~~1971.~~ (2) 1972 Projections for materials, labor, and overhead are vague at this time. Complete figures will be available December 13. (3)

Expansion of marketing emphasis in the West has put great strains on the Sales Department. A marketing study is in process to seek more effective sales techniques.

Activity in the Mail Department has increased 28-30 percent in the first six months of this year. Greater utilization by Sales is given as the reason. More efficient equipment (4), to meet the work load (5), is on order.

The Personnel Department has reduced manpower during the last six months. This reduction (6) (from six to four employees) was made possible through the implementation of a new recruitment program established by the company.

(7) Remember, the above information is for your use only and is not to be used outside your department. (8) TP Further details (9) and a total report from all departments can be obtained in the President's Office.

In revision 1, you are going to delete a word at the beginning of a line. Tap Paragraph Advance twice, one time to move you past the Index/ Return at the beginning of the text and once to move you past the paragraph which begins this report.

Now depress the Word button once to move you past the tab.

Hold down the Code button and tap the Word Delete button to delete the word "The" from memory.

Now use the Word button to play back the words up to the word "of" at the end of the line.

Do you remember that when you correct a word at the end of a line, you must use the Line Delete button? Hold down the Code button and tap Line Delete once.

Now, type "1972," space once, and then carrier return.

You now need to move down to the third line in paragraph 2, the line which begins "complete the figures." Depress your Line Advance button once.

Use the Word button to play back through the second space after "13." You need to Line Delete to eliminate the carrier return. Depress Code and the Line Delete button one time.

You also have to delete the tab before the word "Expansion." You delete a tab by holding down the Code button and tapping the Word Delete button. Do this now.

Paragraph Advance one time and Line Advance twice.

Now use your Word button to playback through the word "equipment."

Backspace once to position the point you are in the memory after the "t" in "equipment" and type a comma and a space. Remember, a space plays back with the word and must be retyped!

Use the same technique to make revision number 5.

Now you are going to insert text. Paragraph Advance once and Line Advance once.

In memory you are at the beginning of the line which begins with the word "months." Play back using your Word button through the word "reduction."

Lesson 18

Now type the insertion as indicated. Remember to space after typing the last word.

To move down in memory to the next paragraph, press the Paragraph Advance one time.

Depress the Word button once to play back the tab.

We now want to delete the capital "T" in the word "The." Hold down the Code button and tap the Character Delete button one time.

Play back through the second space after the word "department" by using the Word button.

Now depress the carrier return button and the tab button.

The last correction you will make is at the end of a word. Use your word playback button to play back through the word "details."

We want to remove the "s" and to make it "detail." Backspace once to remove the "s."

Now type a space.

Do not clear the memory.

Play back your work to see if you have made the revisions correctly. Before you do, put a card in the Pack Feed slot and let it remain there.

Insert a fresh piece of paper into the typewriter. Plan to divide only one word, "department," on the first line. Divide between the "t" and the "m."

Depress Page Start and Auto now.

Look at your work. Compare the line endings on your paper with those in the Practice Copy. Do you see how the line endings have been readjusted?

Record the work on the card that is in the Pack Feed slot. Make note of the mag card number that contains these revisions. In Lesson 19, you will use the mag card that does not contain these revisions.

You have now completed Lesson 18.

SELF-CHECK
LESSON 18

Answer the following questions before proceeding to Lesson 19. If you do not correctly answer all questions, review Lesson 18.

Fill in the Blanks

1. Before you duplicate mag cards, push down the _____ button.
2. The _____ _____ button is used to move forward in memory one line at a time.
3. The machine considers an Index/Return as a _____.
4. To delete a tab, you must depress code plus the _____ button.
5. To eliminate a carrier return, you must depress code plus the _____ _____ button.
6. To play back a tab, depress the _____ button.
7. When inserting material into a text, you must remember to type a _____ after the last character you insert.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 18 SELF-CHECK QUESTIONS

1. TPWR
2. Line Advance
3. paragraph
4. Word
5. Line Delete
6. Word
7. space

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 19 - THE MAG CARD II TYPEWRITER

When you have completed this lesson, you will

1. Review the line count instruction

2. Revise and scan a document

Depress the TPWR button.

Depress the Code button and tap the Line Count button.

Type 20.

Release the TPWR button and insert a piece of paper into the machine.

Check to make sure that the machine is set for double spacing and that the left margin is set at 18.

Place the card that you duplicated in Lesson 18 and that you have not corrected into the Pack Feed slot.

Depress the Read button.

You are going to make the same revisions that you made before. Follow step-by-step.

In revision 1, we want to delete the word at the beginning of the line, so Paragraph Advance twice and then depress the Word button to play back the tab.

Now hold down the Code button and depress Word Delete.

In revision 2, we want to delete the word at the end of a line. Play back, using the Word button, through the word "of." Delete the remainder of the line, using the Line Delete button.

Now type "1972" and space once and carrier return.

In revision 3, you will combine paragraphs. Depress Line Advance one time. Play back using the Word button through the second space after "13." Depress the Code button and tap the Line Delete button one time, then depress the Code button and tap the Word Delete button one time to delete the tab before the word "expansion."

In revision 4, you are going to make an insertion at the end of a word. Paragraph Advance one time and Line Advance twice.

Play back through the word "equipment," then backspace once to position the pointer in memory after the "t" and type a comma and a space.

Lesson 19

In revision 5, play back by Word through the word "load" and backspace once. Type a comma and a space.

In revision 6, you are going to insert material. Paragraph Advance one time, then Line Advance once.

Play back using the Word button through the word "reduction."

Type the insertion as indicated. Remember to space after typing the last word.

In revision 7, you are going to add a word at the beginning of a line.

Paragraph Advance one time and depress the Word button to play out the tab.

Now hold down the Code button and tap the Character Delete button one time to delete the "t."

Now, type in the word "Remember", a comma, a space, and "t."

In revision 8, you are going to make a new paragraph. Line Advance once.

Play back by Word through the second space after the word "department."

Tap the carrier return button once and tap the tab button once.

In revision 9, you will make a correction at the end of a word. You will remove the "s" from the word "details."

Play back using your Word button through the word "details."

Now backspace twice to remove the "s."

Now type a space.

Insert a fresh piece of paper in the typewriter.

You are now ready to readjust the lines in the document to incorporate the revisions you have made. This time, you will not play back the document to readjust the lines, but will use the Scan function.

Look at the front of the Page Start button. Do you see the word SCAN? The Scan button accomplishes several automatic functions. First, it returns the memory back to the beginning of the recording; then it rearranges the lines; it stops the machine to enable you to divide words which will be printed out at the end of the line; and it then enters a Page End instruction and records the text onto a card. Finally, it exits the card into the stacker and indicates how many lines will print out on the page. It even prints out, for your information, the last line which will print on the paper. This is known as the reference line.

Lesson 19

Now look at the yellow light which is on the left side of the machine. When the Scan function is in operation, the yellow light flashes to caution you not to use the typewriter.

Hold down the Code button and depress the Scan button once. The machine will start scanning and stop. It will print out the number 02 and the word departments, spelled d-e-p-a-r-t-m space e-n-t-s.

This indicates that a 6-inch print out on the second line can accommodate only up to the letter "m" in the word "departments." Let's divide the word.

Tap the Character button 6 times to play out d-e-p-a-r-t.

Now type a hyphen and then tap Auto to resume scanning.

The last line print out will be "obtained in the president's office." This is the reference line.

Now hold down the Code button and again depress Scan. This will cause the machine to record a Page End instruction, to record the text onto the card in the machine, and to exit the card into the stacker.

Remove the paper from the typewriter and look at it. You see printed on it 02, departm,space,ents and the word departments hyphenated. This means that on the second line, the word "departments" is going to be divided when the card is read and played back.

The next number that you see printed indicates the number of carrier returns on the page. You will also see the reference line. The last number printed on the page is the "out-of-text number." This indicates that the machine has scanned all the material that was on the card.

What is the advantage of using the Scan button? It is a time saver. When you use the Scan feature, it is not necessary to play out the enter page in order to rearrange the lines after revision.

Let's play out your work from the card to see how the lines were rearranged. Pick up the card in the stacker and read it into the memory. Depress Auto to begin play back.

Depress Record to re-record the card.

When you have completed play back, you have completed Lesson 19.

SELF-CHECK
LESSON 19

Answer the following questions before proceeding to Lesson 20. If you do not correctly answer all questions, review Lesson 19.

Fill in the Blanks

1. To enter a line count, you depress _____ plus the _____ _____ button.
2. The Scan button does several things: It returns the memory back to the _____ of the recording; it _____ the lines; it enables you to _____ words; it records a _____ _____ instruction; it tells you how many _____ will print out on the page.
3. The last line to print out on the paper when you are scanning is called the _____ line.
4. The _____ light blinks when you are scanning.
5. You may clear the card from the card unit by either depressing _____ or by depressing Code plus _____ (the clear instruction.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 19 SELF-CHECK QUESTIONS

1. Code plus the Line Return.
2. beginning of the recording; it rearranges; it enables you to divide words; it records a Page End instruction; it tells you how many lines will print out on the page.
3. reference
4. yellow
5. RECord or by depressing Code plus the number 6 key

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

LESSON 20 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to

1. Type tabular projects using the tab grid

2. Type tabular projects using the decimal tab feature

3. Make corrections and revisions in tabulated material

You know that the typewriter changes line endings automatically. There are times, however, when you do not want the line endings to change. For example, a table should play back line-for-line, exactly as it is typed.

When NO ZONE is locked down, there is no Line End Zone. Therefore, tables are always typed and played back with the NO ZONE button down.

There are many times when you will be able to use the tab grid for typing tables. To type a table on a tab grid, use only the tab stops you need and tab through the others.

Let's experiment. Look at the Practice Exercise. The vertical dashed lines represent tab stops on the tab grid. If you make an error while typing a number, simply backspace and correct. If you notice an error in a previous line, you must line return, line delete, and then retype the line. It is important to remember to carrier return after you have retyped a line.

Begin typing now.

PRACTICE COPY

INVENTORY

(By Floor)

Tables	15	16	17	21	22	23
Chairs	23	78	56	34	23	87
Desks	45	87	34	15	34	19
Files	7	8	4	7	9	2

You are now going to learn to revise tables. Make sure that the NO ZONE button is down. Look at the revisions you are going to make.

PRACTICE COPY

INVENTORY

(By Floor)

Tables	15	16	17	21	22	23
Chairs	23	78	56	34	23	87
Desks	45	② ~~83~~ 87	34	15	34	19
Files	7	8	4	7	9	2
① Lamps	29	78	56	36	25	90

You are going to add a line for lamps after the line that reads Tables. Depress Page Start and then use your Paragraph Advance and Line Advance buttons to move to the line which begins with the word "Tables." Tap the Line button to play back the line.

As soon as the carrier returns, type the insertion.

Now look at revision 2. The number in the third column must be changed from 83 to 87. Advance to this column using your Line Advance and Word play back buttons. When you get to the column which must be changed, Word Delete twice to remove the 83 and the tab after it. Now type in 87 and depress the Tab key once to re-record the tab.

When you have made the revisions, play back one copy of the revised table.

You will now have an introduction to the Decimal Tab function of the typewriter. The Decimal Tab allows you to type columns of numbers without having to space or type Required Backspace to align them properly. With a DEC TAB instruction, you type only the numbers, and just as in automatic centering, nothing prints while you are typing. The typewriter backs up to align the numbers properly.

Do you remember how to clear the tab grid? Depress the CLR end of the Tab Clear/Set key and carrier return. Do this now.

Manually set tab stops at 36, 50, 66, and 81. You would normally have to determine your own tab stops, but for this exercise, it has been figured for you.

Make certain that the NO ZONE button is down.

Lesson 20

Look at the ¼ and ½ key. Do you see DEC TAB on the front?

Hold down the Code button and tap the DECimal TAB key once.

Type the first number in the Practice Exercise: $16,000.00, then hold down the Code button and depress DECimal TAB to move you to the next column. Continue in the same manner for the other numbers in the first line. It is important that you carrier return after you have typed the last number in each line.

PRACTICE COPY

IR

	DEC TAB	DEC TAB	DEC TAB	
$16,000.00	$1,333.00	$6,665.00	$18,000.00	CR
14,400.75	1,200.57	4,800.67	14,400.78	
368.57	665.89	95.90	3,675.87	2CR

Play back one copy of the table.

In order to determine tab stops for decimal tab tables, you would first determine the number of character spaces in the key line; that is, the longest item in each column. Look at the Practice Exercise below.

PRACTICE EXERCISE

$1,904.11	$1,659.75	$ 1,352.68
150.32	3,623.27	11,576.58
23.90	8.47	6.32

The key line is: $1,904.11 $1,659.75 $ 1,352.68

Now determine how many spaces you wish to appear between each column. Let's say six spaces will appear between each column. Count the total number of spaces you will use across the page.

$1,904.11 (9) 6 $1,659.75 (9) 6 $ 1,352.68 (10) = 40 spaces.

You will use 40 spaces.

Divide by 2 to get the left margin (40/2=20). Your left margin will be 20 spaces to the left of center.

The centerpoint on the Mag Card is 50 on the 12-pitch scale, so your left margin for the tabulation will be 30.

If you were typing on a non-automated typewriter, you would now space over 15 spaces and set a tab stop for the second column and then 15 more spaces and set a tab stop for the third column. However, the DECimal TAB feature requires a little more thinking!

Lesson 20

Space over 7 spaces from your left margin and set a tab stop where the decimal point will appear in the first column. To set a Decimal Tab stop, you must use the Decimal Tab instruction that you learned earlier.

Now space over 8 spaces to bring you to the beginning of the second column.

Now space over 7 spaces and set a Decimal Tab Stop where the decimal point in the second column will appear.

Now space over 8 to bring you to the beginning of the third column.

Now space over 9 and set a Decimal Tab Stop where the decimal point will appear in the third column.

Now type the table. Remember to carrier return at the end of each line!

When you have recorded and played back this table, you have completed Lesson 20.

SELF-CHECK
LESSON 20

Answer the following questions before proceeding to Lesson 21. If you do not correctly answer all questions, review Lesson 20.

Fill in the Blanks

1. The _____ _____ button is always in the down position when typing or playing back tables.
2. The _____ _____ function allows you to type numbers in columns without spacing or backspacing to align them.
3. To remove the preset tab grid you must depress the _____ end of the _____ key and then _____ _____.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 20 SELF-CHECK QUESTIONS

1. No Zone
2. Decimal Tab
3. Clear end of the CLR/SET key and then Carrier Return

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 21 - THE IBM MAG CARD II TYPEWRITER

When you have completed this lesson, you will be able to:

1. Type a form letter with switch codes, stop codes, and repeat instructions.

2. Type a listing of names and addresses (variable listing) which incorporate switch codes.

3. Play back the form letter and the variable listing, allowing the machine to automatically insert the variable information into the letter.

4. Use the Alternate Section of memory.

One value of automated typing is that it enables typists to eliminate a lot of repetitive work. Suppose you work in an office where you correspond with the same people frequently. Wouldn't it be nice if you could type up a listing of names and addresses and never have to type them again? What if you could instruct your typewriter to fill in the names and addresses on form correspondence so that you would only have to type a letter one time. The IBM Mag Card II allows you to do this.

Look at the Practice Exercise. You will type this exercise exactly as it is shown. You will type a Switch Instruction wherever the typewriter is to switch to the variable information. SW in the Practice Copy stands for a Switch Instruction. A Switch Instruction is coded by depressing Code and tapping the letter k key. Look at the top of the Practice Exercise. Do you see the S? Do you remember that the initial S stands for a Stop Instruction? Letters with Switch Instructions should always start with a Stop Instruction. Look at the bottom of the letter. Do you see REPT? REPT stands for a Repeat Instruction. It tells the typewriter that you want to repeat the play back with another copy of the letter. You will always code a Repeat Instruction at the end of form letters. The Repeat Instruction is given by depressing the code button and tapping the number 1 key.

PRACTICE EXERCISE

S
IR
(Type today's date here)
4 CR
SW (for inside address) 2 CR
Dear sp SW (for salutation)

We are enclosing our draft in full payment of your recent claim.

If you have any information to show that this file should not be closed, please let us know immediately.

Sincerely

114

John P. Henry RCR
Claims Supervisor

REPT

Lesson 21

You will now play back the letter you have just recorded. A j should print wherever a switch instruction was typed.

Now record this letter onto a card and lay it aside.

Now look at the variable information. You will type this exactly as it is shown.

Insert a piece of paper into the typewriter and begin typing now.

2CR
Mr. Bryce Baring RCR
1866 South First RCR
San Francisco, CA 94110 Mr. Johnson SW CR
CR SW
Mr. Norman Johnson RCR
707 King Edward Drive RCR
Scranton, PA 36294 Mr. Johnson SW CR
CR SW
Mr. Abel Pierce RCR
2305 Willow RCR
Seattle, WA 94001 Mr. Pierce SW CR
CR SW
Ms. Victoria Richter RCR
23570 Rosewood Avenue RCR
Austin, TX 78720 Ms. Richter CR
CR SW

Now play back the variable information to make sure you have typed it correctly and then record it onto a card.

To play back material with Switch Instructions, the constant text (the letter) is read into the main section of the memory; the variables (inside addresses) are read into the alternate section. The machine will divide the memory into two parts when the ALT SECT (Alternate Section) button is depressed.

Now follow these directions exactly. Clear the memory.

Depress TPWR and read the constant card into memory through the single card slot.

Depress ALT SECT and read the variable card into memory through the single card slot.

Release ALT SECT and insert paper into the typewriter.

Lesson 21

Depress AUTO twice to play out the first letter. When the first letter plays out, insert fresh paper and depress AUTO once for all other playbacks.

You have now completed Lesson 21.

SELF-CHECK
LESSON 21

Answer the following questions before proceeding to Lesson 22. If you do not correctly answer all questions, review Lesson 21.

Fill in the Blanks

1. The initials SW stand for the words _____ _____.
2. When reading the form letter into memory, you must read the card into the _____ _____ slot.
3. When reading the variable listing card into memory, you must first depress the _____ _____ button.
4. You must depress AUTO _____ for the first playback of a form letter.
5. You must always record a _____ code at the very beginning of a form letter and a _____ instruction at the end of a form letter.
6. A _____ will appear in every position that you typed a Switch Code when you play back a form letter.

CHECK YOUR ANSWERS ON THE NEXT PAGE.

ANSWERS TO LESSON 21 SELF-CHECK QUESTIONS

1. Switch Code
2. Single Card
3. ALT SECT (Alternate Section)
4. twice
5. Stop code at the very beginning of a form letter and a REPT (Repeat) instruction at the end of a form letter.
6. j

IF YOU DID NOT CORRECTLY ANSWER ALL QUESTIONS, REVIEW THE LESSON AND TRY AGAIN!

Lesson 22 - THE MAG CARD II TYPEWRITER (OPTIONAL)

When you have completed this lesson, you will understand the meaning of the lights on the Mag Card II typewriter.

IBM provides training materials with each Mag Card II that it sells. If the machine that you use in an office does not have these materials, you may obtain them from your IBM representative. The lessons in this course have introduced you to many concepts and you should now have a working knowledge of the typewriter; however, there are many features of the machine that it was impossible to cover in the time we had. You probably would want to learn all about the machine, and the IBM materials would allow you to experiment.

The reference manual that comes with the IBM Mag Card II typewriter is a small book that describes error messages that the machine might give you via the lights. It also tells you what to do should you make certain kinds of errors, such as depressing RECord when you meant to depress Read. There is even a Quick Reference Procedures Guide to remind you of the steps to take when performing various operations. In this lesson, we will review the meaning of the lights.

The lights may either blink or burn solidly. Each means something different. The table below describes the actions that would cause each to occur, the reason for the occurrence, and how to correct it.

LIGHT	REASON	CORRECTIVE ACTION
GREEN BLINKING	The page you are Reading needs more storage space than one card	Remove the ejected card from the single card slot; the machine will automatically pull another card from the Pack Feed Slot.
	-or-	
	You depressed READ twice in succession so there were two cards inside the machine.	Remove the ejected card, recording should continue.
GREEN SOLID	When REC was depressed, the machine had no card on which to record.	Insert a card into the single card slot.
	-or-	
	A second card is needed to complete recording the page.	Insert a card in the single card slot; recording will continue automatically.
	-or-	
	The cards in the Pack Feed Slot are uneven and the machine cannot pull one in.	Remove the cards from the Pack Feed Slot and straighten them. Depress RECord again.

LIGHT	REASON	CORRECTIVE ACTION
YELLOW BLINKING	There is not enough room in memory to store what is on the card (this occurs when you are reading cards).	Remove the ejected card, either continue with the next project and wait until the memory is cleared or clear the memory (Code + 6) and depress READ again.
YELLOW SOLID	While typing the keyboard locked up because you have completely filled the memory.	Record what is in memory onto cards.
RED BLINKING	The card is dirty or damaged. -or- There is an error in memory. The Red Blinking light will come on when you are reading a card.	Wipe the card and depress RECord or READ again. If the card is damaged, throw it away. Read the card again; PARagraph ADVance until the light comes on solid; LINE RETurn once; Depress AUTO (the machine will stop at the error); Depress CHARacter DELete until the light goes out; Retype the deleted characters; Playback once to make sure the recording is okay.
RED SOLID	While typing or revising the red light will come on solid if there is an error in memory. The Red Solid light may also come on during playback or Scan.	Follow the directions for the Red Blinking light!

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